



March 26, 2021

Charles Allen, Chairperson
Committee on the Judiciary and Public Safety
1350 Pennsylvania Avenue, NW
Washington, DC 20004

Dear Chairperson Allen,

Enclosed you will find responses to your questions for the Committee's preparation for the performance oversight hearing for the Department of Forensic Sciences.

In addition to the enclosed responses, I would like to take a moment to address a concern shared with your office by the DC Attorney General's office letter on March 22, 2021. That letter alleges that I made a factual misrepresentation when I testified that to the best of my knowledge OAG and the USAO were using the Firearms Examination Unit (FEU). At the time of my testimony, I had not discussed the decisions to re-work FEU examinations as laid out in the joint OAG/USAO April 23, 2020 with the Attorney General.

In the intervening time:

- Our FEU had partnered with OAG on its affirmative litigation against ghost gun manufacturer Polymer80;
- We had received written confirmation from the then-Acting Principal Assistant United States Attorney that the USAO/OAG *ad hoc* audit team had ceased all audit activity in the summer of 2020;
- We had been re-accredited by ANAB, and ANAB had closed the outstanding prosecutorial complaint concerning FEU; and,
- On January 15, 2021 the review of FEU was closed without objection during a public meeting of our Science Advisory Board.

During this intervening time, I had not been able to meet directly with Attorney General Racine or Acting United States Attorney Channing Phillips to discuss whether this activity addressed their concerns. I have since learned that, notwithstanding those intervening material changes, OAG continues to consider itself not to be relying on our FEU.



If you need more information, please feel free to contact me.

Sincerely,

Jennifer A. L. Smith, Ph.D.
Director, Department of Forensic Sciences

CC: Office of the Deputy Mayor for Public Safety and Justice
Office of Policy and Legislative Affairs

General Questions

1. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision. Include the names and titles of all senior personnel and note the date that the information was collected on the chart.
 - a. Please provide an explanation of the roles and responsibilities of each division and subdivision.
 - b. Please provide a narrative explanation of any changes to the organizational chart made during the previous year.

Please see Attachment A.

2. Please provide a current Schedule A for the agency which identifies each filled, vacant, unfunded, and funded position by program and activity, with the employee's name (if filled), title/position, salary, fringe benefits, and length of time with the agency (if filled). Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please separate salary and fringe and indicate whether the position must be filled to comply with federal or local law.

Please see Attachment B.

3. Please list all employees detailed to or from your agency during FY20 and FY21, to date. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.

Name	Detailed From	Reason for Detail	Date of Assignment	Projected Date of Return
Senior Officer Rimel, Wayne	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	Retired 2020
Sergeant Frost, Norman	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	TBD

Name	Detailed From	Reason for Detail	Date of Assignment	Projected Date of Return
Sergeant Korczyynski, Jason	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	TBD
Officer Brown, Fred	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	TBD
Officer Coughlin, Thomas	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	Retired 2020
Officer DePrince, Michael	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	TBD
Officer Hampton, Eric	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	TBD
Officer McCollum, Robert	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	TBD
Officer Ramadhan, Tina	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	TBD
Officer Robinson, Motema	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	TBD
Joseph Anthony	OCFO	Assigned to DFS as the Agency Budget Analyst	1/6/2020	TBD
Elijah Owuor	OCFO	Assigned to DFS as the Agency Fiscal Officer	9/3/2019	12/11/2020
Wallington, Kenneth	OCP	Assigned to DFS as the OCP Contracting Officer	12/26/2016	TBD

Name	Detailed From	Reason for Detail	Date of Assignment	Projected Date of Return
Onochie, Natasha	OCP	Assigned to DFS as the OCP Contracting Specialist	5/1/2017	TBD
Harris, Yvonne	OCP	Assigned to DFS as the OCP Contracting Specialist	7/10/2017	TBD

4. Please provide the Committee with:

- a. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle collisions involving the agency's vehicles in FY20 and FY201, to date; and**

Vehicle Description	Vehicle Number	Assigned
2014 Toyota Sienna (Passenger Minivan)	3910476	DFS
2014 Toyota Prius (Compact Sedan)	3910564	DFS
2014 Chevy Express 3500 (Large Van)	3910618	CSS
2014 Chevy Express 3500 (Large Van)	3910619	CSS
2014 Chevy Express 3500 (Large Van)	3910620	CSS
2014 Dodge Cargo Van (Minivan)	3910622	CSS
2014 Dodge Cargo Van (Minivan)	3910623	CSS
2015 Dodge Promaster City (Small Van)	3911192	CSS
2015 Nissan Frontier (Pickup Truck)	3911211	CSS
2015 Nissan Frontier (Pickup Truck)	3911216	CSS
2014 Chevy Express 3500 (Large Van)	3911212	CSS
2014 Chevy Express 3500 (Large Van)	3911279	CEU
2017 Ford Explorer (Blue)	3910913	CSS
2017 Ford Explorer (Blue)	3910914	CSS
2017 Ford Explorer (Blue)	3910915	CSS
2017 Ford Explorer (Blue)	3910916	CSS
2017 Ford Explorer (White)	3912808	CSS
2017 Ford Explorer (White)	3912810	CSS
2019 Ford F150 (White)	3913324	CSS
2019 Dodge Promaster	3913365	CSS
2019 Dodge Promaster	3913390	CSS

Date	Vehicle	Operator	Vehicle Collision Description
FY20			
11/22/2019	10620	Langford	While driving through an alley, driver struck a pole on the passenger side of vehicle.
12/7/2019	10916	Manning	Driver of the GOV vehicle stated that they were stopped at the light waiting for it to turn green. When the driver saw it turn green, they accelerated forward and collided with the rear of vehicle 2 causing that vehicle to collide with vehicle 3; which vehicle 3 then collided with vehicle 4.
12/8/2019	13324	Holder	While parked at a crime scene, the driver's mirror was struck by the responding DCEMS ambulance.
5/5/20	10914	Assayag	While departing the 1D station, the operator struck the metal gate on the passenger side of vehicle
5/28/20	10620	Langford	While backing on a crime scene the passenger side rear of van struck the passenger front of a MPD patrol car

There is no vehicle collision incident in FY2021 to date.

b. A list of travel expenses, arranged by employee for FY20 and FY21, to date, including the justification for travel.

FY20			
Employee Name	Location	Justification for Travel	Travel Expenses
Maya Gilliam	Huntsville, Alabama	Course will allow Maya Gilliam to train others in the DFS Firearms Examiner Unit to complete entries into NIBIN system, thus saving money from sending staff to training offsite	\$971.49
Krystyna Hopkinson	Denver, CO	Enhancement for leadership in the Forensic Laboratories	\$1,840.06
Wendy Kashiwabara	Norman, Oklahoma	CODIS conference, to learn about system updates, legislative updates, Rapid DNA updates, and Forensic Genealogy	\$1,446.82
Hope Zagaria	Norman, Oklahoma	CODIS conference, to learn about system updates, legislative updates, Rapid DNA updates, and Forensic Genealogy	\$1,013.00
Diana Jordan	Parkland College, 2400 West Bradley Ave, Champaign, Illinois	The 3-day training allows its participants to become Real Colors Certified Facilitators, allowing them to facilitate the basic Real Colors workshop and all Real Colors Advanced Modules	\$2,217.21
Susan Welti	New York, New York	Northeast Probabilistic Genotyping Group Meeting	\$1,076.92
Raj Pushkar	Kansas City, MO	Rabies Conference	\$2,110.67

Nikia Johnson	Parkland College, 2400 West Bradley Ave, Champaign, Illinois	The 3-day training allows its participants to become Real Colors Certified Facilitators, allowing them to facilitate the basic Real Colors workshop and all Real Colors Advanced Modules	\$2,277.62
FY21			
Shayla Montalvo	Washington, DC	Long term care facility for sample collection observation	\$396.75

5. Please list all memoranda of understanding (“MOU”) entered into by the agency during FY20 and FY21, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

FY20				
MOU	Buyer	Seller	Effective Date	Termination Date
DCHR Suitability Services	DFS	DCHR	10/01/19	09/30/20
Physical Evidence Recovery Kit Initiative (Grant Funding)	OVSJG	DFS	10/01/19	09/30/20
BioWatch with Prince George’s County, MD	PGCC	DFS	10/01/19	09/30/20
Data Sharing	OCA	DFS	04/30/19	No Termination Date
Fingerprint Services for US Park Police	USPP	DFS	08/20/19	08/20/24
APHL Legionella	APHL	DFS	4/24/20	6/30/20
CDC Trailer License	DFS	CDC	5/18/20	No Termination Date
NHANES Vehicle Agreement	DFS	CDC	4/20/20	No Termination Date
APHL <i>Neisseria gonorrhoeae</i>	APHL	DFS	11/4/19	6/30/20
HSEMA PA Grants	HSEMA	DFS	1/20/20	9/30/21

FY20				
MOU	Buyer	Seller	Effective Date	Termination Date
DNA Services for MPD	MPD	DFS	1/29/20	9/30/22
United Medical Center Abbott ID NOW Instrument	N/A	N/A	10/1/19	9/30/20
Unity Abbott ID NOW Instrument	N/A	N/A	10/1/19	9/30/20
Knollwood Abbott ID NOW Instrument	N/A	N/A	5/19/20	9/30/20
Transition Healthcare Capitol City Abbott ID NOW Instrument	N/A	N/A	4/16/20	9/1/20
DBH Abbott ID NOW Instrument	N/A	N/A	10/1/19	9/30/21
Mary's Center Abbott ID NOW Instrument	N/A	N/A	10/1/19	9/30/20
DYRS Abbott ID NOW Instrument	N/A	N/A	10/1/19	9/30/20
FY21				
MOU	Buyer	Seller	Effective Date	Termination Date
CJCC JUSTIS	N/A	N/A	12/8/20	No Termination Date
BioWatch with Prince George's County, MD	PGCC	DFS	10/01/20	09/30/21
OVSJG	OVSJG	DFS	10/1/20	9/30/21
DYRS Abbott ID NOW Instrument Amendment 1	N/A	N/A	10/1/20	9/30/21
Mary's Center Abbott ID NOW Instrument Amendment 1	N/A	N/A	10/1/20	9/30/21
United Medical Center Abbott ID NOW Instrument Amendment 1	N/A	N/A	10/1/20	9/30/21

6. Please list the ways, other than MOU, in which the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY20 and FY21, to date.

The Public Health Laboratory (PHL) collaborates with a plethora of local, state, and federal agencies, community-based organizations, non-profits, and healthcare facilities. Locally, we coordinate with the Fairfax, VA, PHL for testing of Fairfax residents treated in DC healthcare facilities and vice versa. PHL also routinely coordinates with the Maryland and Virginia

Departments of Health for testing of VA and MD residents treated at DC healthcare facilities. This was especially evident this year with the increased request for COVID-19 testing. Additionally, the MD and VA public health laboratories serve as regional resources for whole genome sequencing and the antibiotic resistance laboratory network to PHL. Many other states also serve as regional reference centers that we send samples to for surveillance purposes such as NY, WI, and MN.

On a Federal level, PHL is in communication with the Centers for Disease Control and Prevention (CDC) for national disease surveillance and specialized testing for outbreaks or rare infectious diseases. We also work with the Federal Bureau of Investigations (FBI) to assist with testing potential bioterrorism cases such as white powder samples in letters. In addition to collaborating with government agencies, PHL also works closely with community based organizations and non-profits such as the Whitman-Walker Clinic for STD testing and surveillance, the George Washington University for graduate internships and teaching opportunities, the Association of Public Health Laboratories (APHL) for networking with other laboratories, trainings and sponsored surveillance projects, and the American Society of Microbiology (ASM) for presenting our data and accrediting our Senior Technical Staff. Finally, we are in constant communication with our local healthcare facility stakeholders to provide clinical diagnostic testing and surveillance testing of infectious disease.

In addition, the Forensic Science Laboratory (FSL) has established a partnership with Trinity University. Currently there is a significant shortage of qualified firearms examiners in the United States of American. This shortage impacts the ability of DFS to find qualified personnel to fill critical positions within the Firearms Examination Unit. Establishment of this program with a local university will build a reliable and continuous source of future firearms examiners who likely reside within the District of Columbia.

The Crime Scene Science Division (CSS) has collaborated on several mutually beneficial trainings with District partners (MPD), Federal Agency partners (USCP, USPP and USSS), and a tri-jurisdictional partner; Metro Transit Police Department (MTPD) throughout FY20 and FY21. Some of the notable ones are Listed below;

- **Firearms Familiarization** - This training provided an overview and hands-on familiarization with different firearm types. Training dates 10/16/19 and 10/23/19.
- **Human Remains K-9 training** - CSS arranged for Sergeant Gene Ryan from DC Fire and Emergency Medical Services Department to give a presentation on 11/13/19. The presentation covered scent theory and crime scene application for MPD's K-9 unit. He also did a demo with his human remains partner, Kylie.
- **Drug Familiarization** - Sergeant Alvin Cardinal Board of Directors for Narcotics Investigator with the Major Case Unit (NSID MPD) and DFS's Forensic Science Unit (FCU) discussed basic information on various illicit drugs, safety, paraphernalia that may be present on scene, trends, drug packaging and overview of the analysis performed in the lab. Training date 2/26/20.

- **Strategic Forensic Science Leads to Better Results** - DFS and MPD collaborated on multi-year training project with the aim of maximizing efforts at both collection and testing to ensure probative results for investigators. Members of the MPD, CSS, Forensic Intelligence Unit (FIU) and the Forensic Biology Unit (FBU) have taken a close look at the information gleaned from evidence collected at crime scenes. Based on this deeper dive into the data, both units have worked together to prepare a briefing entitled, “*Strategic Forensic Science Leads to Better Results.*” The following are the major objectives that DFS covers during the training: determine when to request DFS/CSSU; employ measures to keep the scene and evidence secure; explain whether an item is forensically probative; assess if elimination standards are necessary; understand FBU’s sample success rates; and provide an overview of the Forensic Intelligence Unit and how to request evidence testing.

Additionally, Director of DFS, Dr. Jenifer Smith is a member to the American Society of Crime Laboratory Directors (ASCLD), Scientific Working Group on DNA Analysis Methods (SWGDM), the National Institute of Justice (NIJ) Forensic Laboratory Needs Technology Working Group (FLN-TWG).

7. For FY20 and FY21, to date, please list all intra-District transfers to or from the agency and include a narrative description of the purpose of each transfer.

FY 2021 MEMORANDA OF UNDERSTANDING (MOU) - BUYER SUMMARY				
DEPARTMENT OF FORENSIC SCIENCES (FR0)				
SELLING AGENCY	DESCRIPTION OF SERVICES PROVIDED	START DATE	END DATE	AMOUNT
Office of the Chief Technology Officer	Request for Telecommunication Services	10/1/2020	9/30/2021	\$21,237.25
Office of the Chief Technology Officer	OCTO Assessment	10/1/2020	9/30/2021	\$92,851.55
Department of Public Works	Fleet Assessment - Vehicle Maintenance and Repair	10/1/2020	9/30/2021	\$47,677.11
Department of Human Resources	HR Assessment	10/1/2020	9/30/2021	\$6,806.70
Department of General Services	Auxiliary Parking Services	10/1/2020	9/30/2021	\$831.47
Office of Contracting and Procurement	Purchase Cards	10/1/2020	9/30/2021	\$12,000.00
TOTAL				\$181,404.08

FY 2021 MEMORANDA OF UNDERSTANDING (MOU) - SELLER SUMMARY

DEPARTMENT OF FORENSIC SCIENCES (FR0)

BUYER AGENCY	DESCRIPTION OF SERVICES PROVIDED	START DATE	END DATE	AMOUNT
Department of Health	COVID-19 Epidemiology and Laboratory Capacity Grant (ELC CARES)	10/1/2020	9/23/2022	\$2,945,281.00
Department of Health	COVID-19 Epidemiology and Laboratory Capacity Grant (ELC Enhanced Testing)	10/1/2020	11/18/2022	\$14,657,899.30
Department of Health	CDC COVID-19 Crisis Response Cooperative Agreement	10/1/2020	3/15/2021	\$864,264.72
Department of Health	ELC Cooperative Agreement	10/1/2020	7/31/2021	\$629,850.88
Department of Health	Opioid	10/1/2020	8/30/2021	\$343,150.00
Office of Victim Services & Justice Grants	Physical Evidence Recovery Kit Initiative Reimbursable Agreement funding not advanced	10/1/2020	9/30/2021	\$501,190.00
Department of Health	Public Health Emergency Preparedness (PHEP) Cooperative Agreement	10/1/2020	6/30/2021	\$395,000.00
Prince George's County Fire/EMS Department	Testing services under the Bio Watch program	10/1/2019	9/30/2020	\$611,000.00
TOTAL				\$20,947,635.90

FY 2021 MEMORANDA OF UNDERSTANDING (MOU) - BUYER SUMMARY

DEPARTMENT OF FORENSIC SCIENCES (FR0)

SELLING AGENCY	DESCRIPTION OF SERVICES PROVIDED	START DATE	END DATE	AMOUNT
Office of the Chief Technology Officer	Request for Telecommunication Services	10/1/2020	9/30/2021	\$21,237.25
Office of the Chief Technology Officer	OCTO Assessment	10/1/2020	9/30/2021	\$92,851.55

Department of Public Works	Fleet Assessment - Vehicle Maintenance and Repair	10/1/2020	9/30/2021	\$47,677.11
Department of Human Resources	HR Assessment	10/1/2020	9/30/2021	\$6,806.70
Department of General Services	Auxiliary Parking Services	10/1/2020	9/30/2021	\$831.47
Office of Contracting and Procurement	Purchase Cards	10/1/2020	9/30/2021	\$12,000.00
TOTAL				\$181,404.08

FY 2021 MEMORANDA OF UNDERSTANDING (MOU) - SELLER SUMMARY				
DEPARTMENT OF FORENSIC SCIENCES (FR0)				
BUYER AGENCY	DESCRIPTION OF SERVICES PROVIDED	START DATE	END DATE	AMOUNT
Department of Health	COVID-19 Epidemiology and Laboratory Capacity Grant (ELC CARES)	10/1/2020	9/23/2022	\$2,945,281.00
Department of Health	COVID-19 Epidemiology and Laboratory Capacity Grant (ELC Enhanced Testing)	10/1/2020	11/18/2022	\$14,657,899.30
Department of Health	CDC COVID-19 Crisis Response Cooperative Agreement	10/1/2020	3/15/2021	\$864,264.72
Department of Health	ELC Cooperative Agreement	10/1/2020	7/31/2021	\$629,850.88
Department of Health	Opioid	10/1/2020	8/30/2021	\$343,150.00
Office of Victim Services & Justice Grants	Physical Evidence Recovery Kit Initiative Reimbursable Agreement funding not advanced	10/1/2020	9/30/2021	\$501,190.00
Department of Health	Public Health Emergency	10/1/2020	6/30/2021	\$395,000.00

	Preparedness (PHEP) Cooperative Agreement			
Prince George's County Fire/EMS Department	Testing services under the Bio Watch program	10/1/2019	9/30/2020	\$611,000.00
TOTAL				\$20,947,635.90

8. For FY20 and FY21, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:

- a. The revenue source name and code;
- b. The source of funding;
- c. A description of the program that generates the funds;
- d. The amount of funds generated by each source or program;
- e. Expenditures of funds, including the purpose of each expenditure;
- f. Whether expenditures from the fund are regulated by statute or policy; and
- g. The current fund balance.

There were no special purpose revenue funds being maintained, used by, or available to the agency, in FY20 nor FY21, to date.

9. For FY20 and FY21, to date, please list all purchase card spending by the agency, the employee making each expenditure, and the general purpose of each expenditure.

Please refer to Attachment C.

10. Please list all capital projects in the financial plan for the agency or under the agency's purview in FY20 and FY21, to date, and provide an update on each project, including the amount budgeted, actual dollars spent, and any remaining balances (Please also include projects for the benefit of the agency that are in the budget of the Department of General Services or another agency). In addition, please provide:

- a. A narrative of all capital projects begun, in progress, or concluded in FY18, FY19, and FY20, to date, including the amount budgeted, actual dollars spent, and any remaining balances, and the work undertaken;
- b. An update on all capital projects planned for the four-year financial plan;
- c. A description of whether the capital projects begun, in progress, or concluded in FY19, FY20, and FY21, to date, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact; and
- d. A description and the fund balance for any existing allotments.

Please refer to Attachment D.

- 11. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY20 and FY21, to date. For each, include a description of the need and the amount of funding requested.**

DFS works with the Office of the City Administrator to develop its budget. The FY2019, FY2020, and FY2021 budgets submitted by the Mayor to the Council reflect those efforts.

- 12. Please list, in chronological order, each reprogramming in FY19 and FY20, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, or within the agency. Include known, anticipated reprogrammings, as well as the revised, final budget for your agency after the reprogrammings. For each reprogramming, list the date, amount, rationale, and reprogramming number.**

DEPARTMENT OF FORENSIC SCIENCES (FR0)					
FY 2020 REPROGRAMMING LIST					
LOCAL FUND - 0100				Starting Budget	\$ 28,057,221
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2020	0100	9/30/2020	BJFBFR20	\$17.4 MILLION REPROGRAMMING	250,000.00
2020	0100	9/14/2020	BJFR0914	UPO COLA REPAY	190,056.00
2020	0100	8/5/2020	BJSUPPLI	FY 2020 SUPPLEMENTAL (CARES FUND)	(1,119,022.00)
				Final Budget	\$ 27,378,255
FEDERAL FUND - 8200					
				Starting Budget	\$460,100
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2020	8200	12/26/2019	BFFR0126		18,052.63
				Final Budget	\$ 478,153
PRIVATE FUND - 8400					
				Starting Budget	\$3,000
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT

2020	8400	3/26/2020	BIFR0326	FY FR0 BUDGET ESTAB. REQ	\$611,000
2020	8400	9/30/2020	BJAPHL20	APHL20-20 CLOSEOUT	(\$1,311)
2020	8400	9/30/2020	BJBIO20A	BIO20A-20 CLOSEOUT	(\$381,846)
Final Budget					\$ 230,843
FEDERAL PAYMENTS FUND 8150					Starting Budget \$0
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2020	8150	9/30/2020	BJDO0FR0	COVID-19 ALLOCATION FROM DO0	\$185,354
2020	8150	9/30/2020	BJFR0820	COVID-19 ALLOCATION FROM DO0	\$551,327
Final Budget					\$ 736,681

INTRA-DISTRICT - FUND 0700					Starting Budget \$1,588,178
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2020	0700	12/20/2019	BIFR0606	FR0 FY20 BUDGET INCREASE REQ	51,535.09
2020	0700	12/20/2019	BIFR0607	FY20 FR0 BUDGET ESTABLISHMENT	372,600.00
2020	0700	12/20/2019	BIFR0608	FY20 FR0 BUDGET ESTABLISHMENT	101,000.00
2020	0700	7/31/2020	BFFR0001	BUDGET ESTABLISHMENT	3,000.00
2020	0700	6/11/2020	BIFR0001	BUDGET INCREASE REQUEST	61,558.47
2020	0700	1/28/2020	BIFR0128	FY20 FR0 BUDGET ESTAB. REQ	86,445.88
2020	0700	2/26/2020	BIFR0207	FY20 BUDGET INCREASE REQ	13,192.00
2020	0700	2/27/2020	BIFR0227	FY20 FR0 BUDGET INCREASE REQ	399,842.00
2020	0700	3/5/2020	BIFR0305	FY 20 FR0 BUDGET INCREASE REQ	136,137.00
2020	0700	3/17/2020	BIFR0317	FY20 FR0 BI REQ FOR SAKI20 20	100,000.00

2020	0700	4/3/2020	BIFR0403	FY 20 FR0 BUDGET INCREASE REQ	96,379.20
2020	0700	9/30/2020	BIFR0600	FY20 FR0 BUDGET ESTABLISHMENT	62,511.83
2020	0700	8/25/2020	BIFR0826	FY20 FR0 BUDGET MOD/INC	1,888,404.47
2020	0700	9/15/2020	BIFR0915	BUDGET ESTABLISHMENT	182,275.40
2020	0700	9/30/2020	BJELC18N	FRO ID CLOSEOUT	(96,368.08)
2020	0700	9/30/2020	BJELC20N	FRO ID CLOSEOUT	(108,333.89)
2020	0700	9/30/2020	BJELCB2B	FRO ID CLOSEOUT	(92,073.08)
2020	0700	9/30/2020	BJFOOF19	FRO ID CLOSEOUT	(31.00)
2020	0700	9/30/2020	BJFRALNT	FRO ID CLOSEOUT	(22,336.54)
2020	0700	9/30/2020	BJFRCOVE	FRO ID CLOSEOUT	(48,561.00)
2020	0700	9/30/2020	BJFRCOVL	FRO ID CLOSEOUT	(49,058.47)
2020	0700	9/30/2020	BJFRCOVP	FRO ID CLOSEOUT	(1,772.29)
2020	0700	9/30/2020	BJHPPE20	FRO ID CLOSEOUT	(24,616.10)
2020	0700	9/30/2020	BJOPIOD1	FRO ID CLOSEOUT	(62,610.71)
2020	0700	9/30/2020	BJOVS20N	FRO ID CLOSEOUT	(17,244.20)
2020	0700	9/30/2020	BJPCP19N	FRO ID CLOSEOUT	(8,990.09)
2020	0700	9/30/2020	BJPCP20N	FRO ID CLOSEOUT	(66.48)
2020	0700	9/30/2020	BJPHL20N	FRO ID CLOSEOUT	(42,593.86)
2020	0700	9/30/2020	BJSKI20	FRO ID CLOSEOUT	(100,000.00)
Final Budget					\$4,468,404

DEPARTMENT OF FORENSIC SCIENCES (FR0)					
FY 2021 REPROGRAMMING LIST					
LOCAL FUND - 0100				Starting Budget	\$28,427,007
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
Final Budget					\$ 28,427,007
CONTINGENCY RESERVE - 1734					
CONTINGENCY RESERVE - 1734				Starting Budget	\$2,475,980
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2021	1734	1/12/2021	BJFRCC34	COVID CONTINGENCY	2,914,175.00
Final Budget					\$ 5,390,155

FEDERAL FUND 8200					
Starting Budget					\$188,458
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2021	8200	2/22/2021	BFFR0001	DAN21F.21 GRANT ESTABLISHMENT	558,000.00
2021	8200	2/5/2021	BFFR0944	BUDGET MODIFICATION	549,874.97
Final Budget					\$ 1,296,333
PRIVATE FUND 8400					
Starting Budget					\$0
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2021	8400	1/11/2021	BIFR0111	BIOWATCH BUDGET ESTABLISHMENT	381,846.13
Final Budget					\$ 381,846
INTRA-DISTRICT FUND 0700					
Starting Budget					\$1,673,095
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2021	0700	12/30/2020	BJFRVELE	FR0 ID CLOSEOUT	(1,525,259.38)
2021	0700	12/24/2020	BIFR0001	BUDGET ESTABLISHMENT	438,027.00
2021	0700	12/1/2020	BJCOVID1	BUDGET ESTABLISHMENT	356,624.05
2021	0700	11/27/2020	BJFR1127	BUDGET ESTABLISHMENT - 7530	18,467,445.02
2021	0700	11/27/2020	BJFR1128	BUDGET ESTABLISHMENT	356,624.05
2021	0700	12/1/2020	BJFRCOVI	CORRECTION NO PROJECT CODE	(356,624.05)
2021	0700	2/5/2021	BIDFS001	BUDGET ESTABLISHMENT	
Final Budget					\$ 19,409,931

13. Please list each grant or sub-grant received by your agency in FY20 and FY21, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

- a. **How many FTEs are dependent on grant funding?**
- b. **What are the terms of this funding?**
- c. **If it is set to expire, what plans, if any are in place to continue funding the FTEs?**

In FY2021, DFS has 13 FTEs dependent on grant funding.

- 7 FTEs are funded by DNA Capacity Enhancement and Backlog program
- 6 FTEs are funded by Private Grants

In FY2020, DFS has 5 FTEs dependent on grant funding

- 5 FTEs are funded by DNA Capacity Enhancement and Backlog program.

FY2021					
Sub-Grantor	Grant Name	Terms of funding	Grant Period	Grant Amount	FTEs
US DOJ	FY21 DNA Capacity Enhancement and Backlog Reduction CEBR Program	Reducing the backlog of biology cases and improving forensic laboratory efficiency by increasing laboratory capacity and reducing bottlenecks.	10/01/2020-9/30/2022	\$558,000	7
US DOJ	FY20 DNA Capacity Enhancement and Backlog Reduction Program	Reducing the backlog of forensic biology cases and improving laboratory efficiency by increasing laboratory capacity and reducing bottlenecks.	10/01/2020-9/30/2022	\$566,542	0
PG County	BIOWatch Grant	Provide Bio Watch filter receipt, analysis, reporting, and disposal services.	10/01/2020-09/30/2021	\$611,000	6

FY2020					
Sub-Grantor	Grant Name	Terms of funding	Grant Period	Grant Amount	FTEs
US DOJ	FY19 DNA Capacity Enhancement and Backlog Reduction CEBR Program	Reducing the backlog of biology cases and improving forensic laboratory efficiency by increasing laboratory capacity and reducing bottlenecks.	01/01/2019-12/31/2020	\$444,052	5

FY2020					
Sub-Grantor	Grant Name	Terms of funding	Grant Period	Grant Amount	FTEs
US DOJ	FY18 DNA Capacity Enhancement and Backlog Reduction Program	Reducing the backlog of forensic biology cases and improving laboratory efficiency by increasing laboratory capacity and reducing bottlenecks.	1/1/18 – 12/31/19	\$326,092	

14. Please list each grant or sub-grant granted by your agency in FY20 and FY21, to date. List the date, amount, source, and purpose of the grant or sub-grant granted.

There are no grants or sub-grants granted by DFS for FY20 and FY21, to date.

15. Please list each contract, procurement, and lease, entered into or extended and option years exercised by your agency during FY20 and FY21, to date. For each contract, procurement, or lease, please provide the following information, where applicable:

- a. The name of the party;
- b. The nature of the contract, procurement, or lease, including the end product or service;
- c. The dollar amount of the contract, procurement, or lease, including amount budgeted and amount actually spent;
- d. The term of the contract, procurement, or lease;
- e. Whether it was competitively bid;
- f. The name of the agency's contract monitor(s) and the results of any monitoring activity; and
- g. The funding source.

Please see Attachment E.

16. Please list and describe all pending lawsuits that name the agency as a party in FY20 and FY21 to date and include an explanation about the issues involved in each case. Identify which cases on the list are lawsuits that potentially expose the District to significant financial liability or will result in a change in agency practices and describe the current status of the litigation.

There are not any lawsuits currently pending against the Department of Forensic Sciences.

17. Please list all judgments against and settlements executed by the agency or by the District

on behalf of the agency, of any amount, in FY20 or FY21, to date, and provide the parties' names, the date on which the judgment was issued or settlement was executed, the amount of the judgment or settlement, and if related to litigation, the case name, docket number, and a brief description of the case. Include non-monetary costs such as backpay and leave restoration. If unrelated to litigation, please describe the underlying issue or reason for the judgment or settlement (e.g. excessive use of force, wrongful termination, sexual harassment). Please also describe any matters which are currently in settlement negotiations or for which a judgment is imminent.

The Department of Forensic Sciences entered into a confidential settlement agreement in FY20 for non-monetary consideration. The agreement settled an administrative complaint.

18. Did the agency use outside counsel in FY20 and FY21, to date? If so, for what matter(s) and in what amount(s)?

DFS obtained outside counsel for an amount not to exceed \$50,000 to provide senior litigation support, including in-court appearances on behalf of DFS, and advice on a dispute with the United States Attorney's Office for the District of Columbia. OAG declined to provide representation in the matter, claiming there existed a conflict of interest. DFS was not a party to the underlying litigation and sought only to quash portions of a subpoena or to obtain the benefit of a protective order. DFS was successful in quashing portions of the subpoena and in obtaining the benefit of a protective order.

19. Please list the administrative complaints or grievances that the agency received in FY20 and FY21, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY20 or FY21, to date, describe the resolution.

The Department of Forensic Sciences received the following Equal Employment Opportunity (EEO) complaints:

- A former employee filed a Federal EEO complaint alleging discrimination on the basis of disability.
- A former employee filed a Federal EEO complaint alleging discrimination on the basis of race, and retaliation.

The Department of Forensic Sciences received the following grievances from NAGE Local R3-09:

- The union brought a grievance on behalf of an employee seeking leave restoration. DFS declined to accept the matter as a grievance because it was untimely, and the matter had already been brought through the grievance process.
- The union brought a grievance on behalf of an employee alleging violations of the training article of the CBA. The employee forfeited their right to grieve the matter by filing an EEO complaint.
- The union brought a grievance on behalf of employees required to come to work during the public health emergency.
- The union brought a grievance alleging violation of Article 9, Section 5 of the CBA.
- The union brought a grievance alleging violation of Comp 1&2 Article 8, Part 1, Section D.
- The union brought a grievance alleging violation of Article 21 of the CBA. DFS declined to accept the matter as grievance because it falls outside the scope of the grievance procedure.

The Department of Forensic Sciences received the following Unfair Labor Practice Complaints from NAGE Local R3-09:

- 21-U-01: The union and DFS disagree on whether three specific units or groups are within the scope of the current bargaining unit definition. The matter is being handled by OLR CB.
- 20-U-08: The union alleged, *inter alia*, DFS prevailed upon DCHR to determine the outcome of Position Description recertifications to punish union leadership. The Complaint was dismissed by PERB on February 26, 2021.

20. Please describe the agency's procedures for investigating allegations of sexual harassment, sexual misconduct, or discrimination committed by or against agency employees. List and describe any allegations relating to the agency or its employees in FY20 and FY21, to date, and whether and how those allegations were resolved (e.g. a specific disciplinary action, such as re-training, employee transfer, suspension, or termination).

A copy of the Agency's Sexual Harassment Policy is provided in *Attachment F*. DFS has not received any complaints or allegations of sexual harassment or other forms of sexual misconduct in FY20 or FY21, to date.

- a. Please also identify whether the agency became aware of any similar matters in FY19 or FY20, to date, through means other than an allegation, and if so, how the matter was resolved (e.g. sexual harassment was reported to the agency, but not by the victim).**

The Department of Forensic Sciences has not received any complaints or allegations of sexual harassment or other forms of sexual misconduct in FY20 or FY21, to date.

- 21. Please provide the Committee with a list of the total workers' compensation payments paid by the agency or on the agency's behalf in FY20 and FY21, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.**

FY 2020		
Recipient	Description	Total
Employee 1	HH MEDSTAR HEALTH/ WHC PHYSICIAN GROUP LLC	\$81.96
Employee 1	MEDSTAR WASHINGTON HOSPITAL CENTER INC	\$253.57
Employee 1	Mitchell ScriptAdvisor	\$2.23
Employee 1	Mitchell ScriptAdvisor	\$2.23
Employee 2	HH MEDSTAR HEALTH/ WHC PHYSICIAN GROUP LLC	\$114.11
Employee 2	Mitchell ScriptAdvisor	\$4.46
Employee 2	MEDSTAR WASHINGTON HOSPITAL CENTER INC	\$0.00
Employee 3	KAISER FOUNDATION HEALTH PLAN OF THE MID-ATLANTIC STATES INC	\$137.50
Employee 3	Mitchell ScriptAdvisor	\$6.69

DFS has not paid any workers' compensation in FY21 to date.

- 22. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on the agency or any employee of the agency that were completed during FY20 and FY21, to date.**

FY20		
Entity	Description	Status

Department of Forensic Sciences	3 Internal Disciplinary Investigations	One investigation closed with recommendation not to consider discipline. Two investigations closed with recommendation to consider discipline.
Department of Forensic Sciences	Annual Freedom of Information Act	Submitted FY19 FOIA Report to MOLC on 12-2-2019
Department of Forensic Sciences	2 Ethics Investigations and Referrals	One matter concerning a former employee was referred to BEGA and has since closed. One matter concerning a former employee was referred to the judiciary and to a confidential outside authority, the latter's investigation is pending.
Office of Inspector General	Unknown Investigation	We understand that OIG may have an open investigation concerning DFS.
DFS Annual Management Review	Annual Management Review was conducted on June 30, 2020. The reviews of the Forensic Sciences Laboratory (FSL), Senior Deputy Director's Office (SDD) Digital Evidence Unit (DEU), and the Public Health Laboratory (PHL), Forensic Chemistry Unit (FCU) management system and testing activities to determine suitability and improvements.	Completed final memorandum was signed off on August 12, 2020.

DFS Annual Internal Audit	All ISO accredited Unit; underwent a DFS Internal Audit from June 1 through June 12, 2020. The audit was performed by internal qualified ISO 17025 trained auditors. The scope included ISO 17025:17 and DFS Department Operation Manuals (DOM) and Laboratory Operations Manual (LOM) and Standard Operating Procedures (SOP), Chemical Hygiene and Safety Program, and General Laboratory Practices.	Completed the final report was signed off on June 2020.
Firearms Interim Assessment - ANSI-ASQ National Accreditation Board (ANAB) /ISO/IEC 17025:2017 AR3125 Standard	July 6 - 12th, 2020, a special request was made by the DFS to conduct an on-site assessment of the Firearms Examination Unit using ISO 17025:2017 and AR 3125 Section 6, 7 and 8.7, resulting in 5 findings.	Continuation of accreditation granted to DFS on October 1, 2020.
Federal Bureau of Investigations (FBI) Quality Assurance Standards (QAS)	The FBU underwent an external, virtual FBI-Quality Assurance Standard Audit (8/10- 8/12/20). The audit was performed by our accrediting body, ANAB. There were no findings observed during the audit making this the 5 th consecutive year the FBU was externally audited with no findings of non-conformity.	Continuation of accreditation granted to DFS on October 1, 2020.
Surveillance visit - ANSI-ASQ National Accreditation Board (ANAB) /ISO/IEC 17025:2017 AR3125 Standard	August 10 -12th, 2020, conducted a virtual surveillance assessment of all the ISO 17025 accredited Units, resulting in 2 findings.	Continuation of accreditation granted to DFS on October 1, 2020.

Fraud and Public Corruption Section (FPC) of the USAO	On October 8, 2019, the FPC of the USAO opened a criminal investigation into alleged criminal conduct by employees of the DFS. The investigation yielded no criminal charges.	USAO to notify the Office of the Inspector General (OIG) that the investigation is closed, and that no criminally chargeable conduct occurred.
ANAB Complaint filed by USAO.	On June 16, 2020 USAO filed a complaint with ANAB against the DFS. The allegations related to a NIBIN verification examination, which was re-examined in 2020. ANAB reviewed all relevant documentation, to include external reports generated by the USAO ad-hoc auditors. ANAB review concluded that the re-examination results of the NIBIN verification conducted in 2020 was properly qualified by the Firearms Examination Unit.	ANAB closed complaint on October 2, 2020.
CDC Division of Select Agent and Toxins Inspection (DSAT)	October 7 - 8, 2019. Scheduled visit for inspection prior to registration renewal. Two minor findings issued to entity on 11/20/2019. Response accepted by CDC (2/21/2020) and registration renewed (12/11/2019).	Completed and closed by DSAT on 2/21/2020. Registration renewed on 12/11/2019.
DFS Risk Management	39 incidents (12 injuries and one property incidents)	Four incidents resulted in Workman's Comp Reported Issues. Six incidents were reported to Tort Liability

FY2021		
Entity	Description	Status
Department of Forensic Sciences	10 Internal Disciplinary Investigations	Four investigations closed with recommendation to consider discipline. Three investigations closed with recommendation not to consider discipline. There are three open investigations.
Department of Forensic Sciences	Investigations under DOM15	1 Discussed below under the responses to complaints
Department of Forensic Sciences	Annual Freedom of Information Act	Submitted FY20 FOIA Report to MOLC on 12-2-2020
DFS Risk Management	Seven incidents (0 injuries and 0 property incidents)	No incidents resulted in Workman's Comp Reported issues or Tort Liability
Health Regulation and Licensing Administration (HRLA)	As a result of the COVID 19 Pandemic, the DFS PHL Clinical Laboratories were not inspected, however a renewal was granted in March 2020 and current renewal in underway.	License current and renewal is pending
Health Regulation and Licensing Administration (HRLA)	As a result of the COVID 19 Pandemic, the DFS Forensic Chemistry Unit was not inspected, however a renewal was granted which is good thru 12/2022.	License renewal was granted until 12/2022

FY2021		
Entity	Description	Status
Clinical Laboratory Improvement Amendments (CLIA)	November 18 -20, 2020. Three standard level findings. Report issued on 12/3/2020. Response submitted by DFS on 12/14/2020. Response accepted by CLIA on 12/16/2020. Final evidence of corrective actions submitted on 2/3/2021 and accepted by CLIA on 2/4/2021. Received certificate of registration on 2/27/2021.	Completed and closed by CLIA on 2/4/2021. Received renewed certificate of registration on 2/17/2021.
Surveillance visit - ANSI-ASQ National Accreditation Board (ANAB) /ISO/IEC 17025:2017 Standard	August 10-12th, 2020, conducted a virtual surveillance assessment of all the ISO 17025 accredited Units, resulting in 2 findings.	Continuation of accreditation granted to DFS on October 1, 2020.

23. Please describe any spending pressures the agency experienced in FY20 and any anticipated spending pressures for the remainder of FY21. Include a description of the pressure and the estimated amount. If the spending pressure was in FY20, describe how it was resolved, and if the spending pressure is in FY21, describe any proposed solutions.

DFS did not experience any unaddressed spending pressures in FY20. DFS will work with the Mayor's Office and City Administrator's office of Budget and Performance to address any spending pressures that may arise during FY21.

24. Please provide a copy of the agency's FY20 performance plan. Please explain which performance plan objectives were completed in FY19, and whether they were completed on time and within budget. If they were not, please provide an explanation.

Please see Attachment G.

25. Please provide a copy of your agency's FY21 performance plan as submitted to the Office of the City Administrator.

Please see Attachment H.

26. Please describe any regulations promulgated by the agency in FY20 or FY21, to date, and the status of each.

DFS did not promulgate any regulations in FY20 or FY21 to date.

27. Please provide the number of FOIA requests for FY20 and FY21, to date, that were submitted to your agency. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.

FY20	
FOIA Requests	34
Granted	5
Partially Granted	5
Denied	3
Other Disposition	17
Pending (on September 30, 2020)	5
Median Response Time (in business days)	Before public health emergency statutory tolling 13 days
FTEs Processing Requests	1
Estimated Hours Responding	Approximately 50
Cost of Compliance	\$1, 790.00

FY21	
FOIA Requests	12
Pending (on January 15, 2021)	3

28. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY20 and FY21, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee if the study, research paper, report, or analysis is complete.

Diversity and Inclusion

Reyarp Strategies Group, (RSG), a Maryland based company with experience in leadership development, diversity & inclusion training, project management, soft skills and executive coaching, was procured by the DC Department of Forensic Sciences (DFS) to assess, address, and administer a robust “Diversity and Inclusion” (D&I) Project for DFS. The Diversity and

Inclusion (D&I) Initiative celebrates the agency's diversity and provides the opportunity for the diverse workforce to be represented in its leadership, decision making, vision, and values. The D&I Program will shape the agency into an inclusive community focused on accountability, integrity, and trust, which will result in better outcomes for DC residents and stakeholders. The purpose of the Diversity & Inclusion Program is to develop and promote strategies and best practices within the realms of diversity, equity, and inclusion. The goal is to build an inclusive work culture that allows all DFS employees an opportunity to thrive and succeed.

As part of the D&I Initiative, for FY20-21, a Diversity and Inclusion Committee was formed. This Committee is made up of a diverse group of staff members with diverse backgrounds, viewpoints, and opinions and will be responsible for helping bring about the cultural awareness, and possibly ethical changes necessary for DFS to become a more diverse, equitable, and inclusive workforce.

The Committee will also be responsible for making recommendations, planning, and implementation of forums, Town Hall meetings, and training sessions. The committee will conduct various surveys and/or focus groups to understand how the employees feel about the DFS culture and environment. In addition, the D&I Initiative will continue to conduct staff and manager trainings and workshops to include "Building Inclusive Teams and Tools for Identifying and Interrupting Microaggressions and Biases," and "Keys to Cultural Awareness and Competency." The initiative will also provide staff with COVID-19 Health and Wellness Coping Strategies, and more.

Forensic Biology Unit

The Forensic Biology Unit (FBU) completed the NGS validation study during FY20 and initiated the implementation steps for use of Next Generation Sequencing (NGS) in casework in an effort to improve the agency's DNA testing capabilities especially with evidentiary items that contain low levels of DNA. NGS testing will also provide additional investigative leads outside of CODIS to include probable, ancestry as well as eye and hair color. These DNA testing capability enhancements will have a direct impact on reducing crime in all neighborhoods and reversing the recent spike in homicides by providing greater forensic intelligence supported by validated scientific data. FBU plans to fully implement NGS in casework operations during FY21 Q2.

- NGS Validation Study completed May 2020 (please see attachment).
- FBU analysts Jessica Skillman and Stephanie Hickey were published for a second time regarding this work on the NGS validation study (please see attached).

In addition, during FY20 FBU collaborated with Marshall University Forensic Science Center (MUFSC) Technical Assistance Program (TAP) to validate the QiaSymphony extraction robot. To improve upon services offered within the District, the DFS previously purchased the QiaSymphony extraction robot which is an automated extraction system which allows for the

ability to process 1 to 96 extractions at a time. DFS currently uses the Qiagen EZ1 for its automated extraction needs; however, this system only can process 14 samples or less. While the EZ1 has proven to increase efficacy in the laboratory due to its automation; there is a major need for a higher throughput solution.

Since the QiaSymphony utilizes the same extraction chemistry as the EZ1, it is the higher throughput solution DFS needs. In order for the QiaSymphony to be utilized for casework, validation studies and quality control testing of this critical instrumentation must be conducted. Due to the time-consuming nature of forensic DNA testing procedure validations, the Forensic Biology Unit (FBU) utilized the Marshall University Technical Assistance Program (TAP).

The TAP would allow for a solely dedicated, trained and qualified graduate student to perform an evaluation and validation of the QiaSymphony without disturbing the current workflow of FBU's current case working analysts. Due to the global pandemic, the collaborative validation project timeline had to be adjusted due to university closures and travel restrictions. The laboratory validation studies were completed during FY20 Q4 with the final report expected to be completed during FY21 Q2. FBU anticipates going online with the QiaSymphony extraction robot during FY21 Q2.

Firearms Examination Unit

The FEU is currently working on a validation study of the Evofinder Automated Ballistic Identification system to use as a virtual comparison microscope in casework. This system is a scanning device that generates 3 dimensional images of bullets and cartridge cases which examiners use for comparison purposes. It is hopeful that, by the end of the fiscal year, all qualified firearms examiners will be able to use the instrument in firearms related cases such as homicides. These test methods will provide valuable information and assist in criminal investigations and court proceedings. The data gathering is currently underway.

Public Health Laboratory

SARS-CoV-2 Seroprevalence Survey Among District Residents Presenting for Serologic Testing at Three Community-Based Test Sites, Washington, D.C., July-August 2020. Adrienne Sherman, Jacqueline Reuben, Naomi David, Delores P. Quasie-Woode, Jayleen K. L. Gunn, Carrie Nielsen, Patricia Lloyd, Abraham Yohannes, Mary Puckett, Jo Anna Powell, Sarah Leonard, Preetha Iyengar, Fern Johnson-Clarke, Patrick Ashley, Anthony Tran, Matthew McCarroll, Pushker Raj, John Davies-Cole, Jenifer Smith, James A. Ellison, LaQuandra Nesbitt. Manuscript in preparation.

SARS-CoV-2 Seroprevalence among First Responders in the District of Columbia, May – July 2020. Jacqueline Reuben, Adrienne Sherman, James A. Ellison, Jayleen K. L. Gunn, Anthony Tran, Matthew McCarroll, Pushker Raj, Patricia Lloyd, Preetha Iyengar, Fern-Johnson Clarke, John Davies-Cole, LaQuandra Nesbitt. Manuscript in preparation.

Challenges and Risks in Development and Manufacture of COVID-19 Vaccine. Rajesh K

Gupta, Seema Parveen, and Pushker Raj.. BioPharmaAsia, Vol 9, Issue 5, September/October 2020.

West Nile virus isolate 2019-DC-66, complete genome. Hughes HR, Raj P, and Tran A. GenBank: MN849176.1, 15-Jun-2020.

Model Opioids Biosurveillance Strategy for Public Health Practice. OBTF Members: Baldwin, G., Farquhar, D., Goodin, K., Honein, M., Johnson, R., King, E., McClure, Leland, McKay, C., Miles, A., Peterson, J, Short, L., Liaisons: Chaitram, J., Hamilton, J., Mowbray, A., Mustaquim, D., Toe, M., Warner, M., APHL: Ancona, N., Liebrich, J., Nassif, J., APHL Opioid Biosurveillance Task Force, July 2020.

Fundamentals of Fentanyl Safety in Public Health Laboratory Settings. OBTF Members: Baldwin, G., Farquhar, D., Goodin, K., Honein, M., Johnson, R., King, E., McClure, Leland, McKay, C., Miles, A., Peterson, J, Short, L., Liaisons: Chaitram, J., Hamilton, J., Mowbray, A., Mustaquim, D., Toe, M., Warner, M., APHL: Ancona, N., Liebrich, J., Nassif, J., APHL Opioid Biosurveillance Task Force, September 2020.

PHL participated in a study coordinated by the Association of Public Health Laboratories and the Centers for Disease Control and Prevention (CDC) to help establish quality control ranges for Neisseria gonorrhoeae for agar dilution testing with Gentamicin. Data were submitted to coordinate with those from other public health laboratories participating in the study.

- 29. Please list in descending order the top 25 overtime earners in your agency in FY20 and FY21, to date, if applicable. For each, state the employee's name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned. Please describe the process the agency uses to determine which employees are granted overtime.**

Please see Attachment I.

DFS have demonstrated continuous efforts to improve the efficiency and effectiveness of overtime management by regularly assess personnel needs and conduct planning, strengthen internal controls and data reconciliation process of overtime hours. A system report containing overtime request are sent to managers biweekly to assist in approving hours entered into PeopleSoft. Following this process, the management analyst team audits the overtime hours paid against the pre-approved hours. This ensures compliance and accountability of both employees and managers. For these reasons, DFS maintains an overtime budget. Note that DFS's local overtime expenditures were increased due to COVID-19 testing activities in PHL lab. DFS met core overtime KPI titled "percent of overtime events preauthorized" in FY20.

- 30. For FY20 and FY21, to date, please provide a list of employee bonuses or special pay**

granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

No employee employed by DFS received a bonus or special pay in FY20 to FY21, to date.

31. For FY20 and FY21, to date, please list each employee separated from the agency with separation pay. State the amount and number of weeks of pay. Also, for each, state the reason for the separation.

One former employee separated in FY20 and FY21 to date. Employee's name is withheld due to confidentiality.

- Employee received eight weeks of separation pay for a total of \$21,375.99 in FY20.

32. Please provide the name of each employee who was or is on administrative leave in FY20 and FY21, to date. In addition, for each employee identified, please provide: (1) their position; (2) a brief description of the reason they were placed on leave; (3) the dates they were/are on administrative leave; (4) whether the leave was/is paid or unpaid; and (5) their current status.

Please see Attachment J.

Based on guidance by DCHR we are providing the information requested, however put numeric identifiers in lieu of names. In each case these individuals were on paid Administrative leave to fulfill a training requirement, as approved by the agency.

33. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement. Please note if the agency is currently in bargaining and its anticipated completion.

DFS currently has two collective bargaining agreements that are currently in effect for agency employees. Two are the same as the documents we submitted last year.

- 1 Working Conditions CBA between DC and NAGE Local R3-09 (Original Duration March 8, 2007-September 30, 2010: Applies to most Forensic Science Laboratory, Public Health Laboratory, and Crime Scene Sciences Division employees. As the result of a Fall 2020 election, this CBA now also applies to Public Health Laboratory employees who were previously represented by AFGE or SEIU, and some previously unrepresented employees. Regarding its successor agreement, we remain at an impasse, as described below.
- 1 Compensation CBA between DC and Compensation Units 1 and 2 (Effective October 1, 2017-September 30, 2021): Applies to NAGE Union Employees.

DFS is currently in the process of collective bargaining with the following organizations below:

- CBA between DC and NAGE – Bargaining is complete, and the parties are currently at an impasse on one article to reach a new agreement. The new CBA’s anticipated completion is pending the impasse process. Impasse arbitration briefing is completed, and we are awaiting the arbitrator’s decision. DFS is represented by OLRCB in the impasse arbitration.

Please see Attachment K for all CBA’s currently in effect for agency employees.

34. If there are any boards, commissions, or task forces associated with your agency, please provide a chart listing the names, number of years served, agency affiliation, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each board, commission, or task force meeting in FY20 or FY21, to date, if minutes were prepared. Please inform the Committee if the board, commission, or task force did not convene during any month.

Science Advisory Board – FY20/FY21 To Date				
Name	Confirmation Date	Term	Ward of Residence	Meeting Attendance (5 Total)
Marla E. Carroll	06/29/2019	04/18/2022	Florida Resident	4
John Paul Jones II	11/04/2017	04/18/2022	Virginia Resident	5
Jeanne A. Jordan	06/29/2019	04/18/2022	Ward 2	5
Peter M. Marone	06/22/2013	02/23/2021	South Carolina Resident	5
LaKeisha M. McClary	11/18/2019	04/18/2022	Ward 7	4
Danielle O’Neill	06/29/2019	04/18/2022	Maryland Resident	5
Michael A. Pantella	12/02/2017	04/18/2023	Iowa Resident	5
Henry Swofford	03/03/2021	04/18/2023	Virginia Resident	0
Robert M. Thompson	01/08/2019	11/26/2021	Virginia Resident	5

Please also see Attachment L for agenda and minutes of each board meeting.

35. Please list all reports or reporting currently required of the agency in the District of Columbia Code or Municipal Regulations. Provide a description of whether the agency is in compliance with these requirements, and if not, why not (e.g. the purpose behind the

requirement is moot, etc.).

DFS has two reporting requirements. The first is “an annual report on the activities of the Department, which shall be submitted to the Mayor and the Council and made available to the public in February of each year.” This report was completed for FY19. The second reporting requirement comes from the Sexual Assault Victims’ Rights Amendment Act of 2019 and requires inclusion in the annual report “the number of sexual assault forensic examination kits received from the MPD and the number of sexual assault forensic examination kits processed by DFS, including the time it took for each kit to be processed.”

Pursuant to DC Code 4-561.02, DFS is mandated to process all sexual assault forensic examination kits within 90 days from the date of receipt from MPD or within 90 days from the date of receipt of a consumption determination from the prosecution. DFS received and processed 218 sexual assault kits in FY20. The average turnaround time for testing was 73 days.

- 36. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the names of the trainers, and the number of agency employees that were trained.**

DFS made available numerous trainings and continued education opportunities in FY20 and FY21 to date. For instance, over 250 employees attended the Diversity and Inclusion program trainings titled “Racial sensitivity: Moving Beyond Barriers to Build Bridges” and “Combating Implicit and Unconscious Bias”. Over 200 employees took the DCHR’s online trainings titled “Basics of Contact tracing” and “Basics of Coronavirus”.

Please see attachment M for details.

- 37. Please describe any initiatives that the agency implemented in FY20 or FY21, to date, to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.**

Forensics Finder

As part of FY21, Cyber Operations has a Strategic Initiative for a project called “Forensics Finder” that allows the DC legal community to have access to the status of DFS’s requests for testing. Partnering with the CJCC, DFS will provide access to our JusticeTrax data so legal community representatives can independently review the status of testing requests on evidence collected on and off scenes. Currently, DFS and the CJCC are working on acquiring access to the databases involved and creating a structured query to pull the necessary information. A projected completion date is the end of FY21.

PHL Electronic Test Ordering and Reporting

After the first COVID-19 positive case in the District, PHL started the initiative to implement electronic test ordering and reporting (ETOR). ETOR allows for a healthcare facility to order a test electronically, print the test requisition and send it to PHL. Once the report is released, the healthcare facility will receive a PDF report, instead of the historically faxed report.

Initially, PHL was receiving handwritten test request forms and manually entering them into the laboratory information management system (LIMS). PHL worked with our LIMS vendor, HORIZON, and OCTO to implement a web portal (LabOnline) that would allow ETOR. Once the LabOnline website was available to public facilities, they could order tests online, print the test requisition, and send it to PHL. At PHL, the barcode on the test requisition is scanned to order the test with no manual entry. The report is then sent automatically to the client via the web portal. PHL worked with the Association of Public Health Laboratories (APHL) to implement a second web portal for bulk uploads of test orders and test requisition label printing. These new features allow for long term care facilities (LTCF) to easily order tests for their entire staff (100 to 300) on a weekly basis, as mandated by DC Health. Overall, the addition of the web portals made it easier for the outside stakeholders to order tests and receive results and increased the efficiency of our internal operations.

Intranet Redesign

The DFS Communications Team worked with OCTO to redesign the DFS SharePoint Intranet page. In addition to being more appealing and user-friendly, the new design allows includes new features, such as embedded videos, discussion boards, announcements, internal polls, and a searchable employee directory.

Paperless LFU workflow

Both FY20 and FY21 Strategic Initiatives apply. In FY20, LFU moved to a fully “paperless” workflow and electronic case file. This not only streamlined internal processes, but it also will save the agency money in paper, folders etc. As a part of our FY21 Strategic Initiative, LFU has begun work on reviewing and streamlining examination reports and case worksheets/notes. In Q1, the unit was able to implement changes to our LIMS-generated reports and worksheets, which will assist reviewers and customers in being able to understand analysis results and conclusions more clearly. None of these changes will add additional work to the analyst since we were able to use crystal report features in LIMS to automate the additions and achieve our goal.

Crime Gun Intelligence Center

The Crime Gun Intelligence Center (CGIC) 7 District (Ward 8) initiative will broaden in scope to include the 6 District (Ward 7). The expansion of personnel, resources, and streamlined processes to address this gun violence is certainly necessary. FEU is currently entering Sixth District recovered cartridge cases into the NIBIN system. This will assist Sixth District investigations with timely NIBIN forensic intelligence.

Evofinder Validation

Once the validation study has been completed, FEU will have a highly technical tool at its disposal for completing complex cartridge case examinations and comparisons. The purpose of the validation is to evaluate whether appropriate conclusions may be reached using virtual comparison microscopy, at a frequency equal to or greater than that of traditional comparison microscopy. This may pave the way for bullet comparisons as well and has the potential to allow for remote comparison work.

NGS Validation Study

Completed the NGS validation study during FY20 and initiated the implementation steps for Next Generation Sequencing (NGS) in casework in an effort to improve the agency's DNA testing capabilities especially with evidentiary items that contain low levels of DNA. NGS testing will also provide additional investigative leads outside of CODIS to include probable ancestry as well as eye and hair color. These DNA testing capability enhancements will have a direct impact on reducing crime in all neighborhoods and reversing the recent spike in homicides by providing greater forensic intelligence supported by validated scientific data. FBU plans to fully implement NGS in casework operations during FY21 Q2.

During FY20, FBU collaborated with Marshall University Forensic Science Center (MUFSC) Technical Assistance Program (TAP) to validate the QiaSymphony extraction robot. To improve upon services offered within the District, the DFS previously purchased the QiaSymphony extraction robot which is an automated extraction system which allows for the ability to process 1 to 96 extractions at a time.

DFS currently uses the QIAGEN EZ1 for its automated extraction needs; however, this system only can process 14 samples or less. While the EZ1 has proven to increase efficacy in the laboratory due to its automation; there is a major need for a higher throughput solution. Since the QiaSymphony utilizes the same extraction chemistry as the EZ1, it is the higher throughput solution DFS needs. For the QiaSymphony to be utilized for casework, validation studies and quality control testing of this critical instrumentation must be conducted.

Due to the time-consuming nature of forensic DNA validation studies, the Forensic Biology Unit (FBU) utilized the Marshall University Technical Assistance Program (TAP). The TAP would allow for a solely dedicated, trained, and qualified graduate student to perform an evaluation and validation of the QiaSymphony without disturbing the current workflow of FBU's current case working analysts. Due to the global pandemic, the collaborative validation project timeline had to be adjusted due to university closures and travel restrictions. The laboratory validation studies were completed during FY20 Q4 with the final report expected to be completed during FY21 Q2. FBU anticipates going online with the QiaSymphony extraction robot during FY21 Q2.

Once fully online with NGS during FY21Q2, the DFS Forensic Biology Unit (FBU) will have two DNA technologies online – GlobalFiler (GF) and Next Generation Sequencing (NGS).

GlobalFiler can work well and yield DNA results with a wide range of sample types but is more limited in its ability to analyze samples with low levels of DNA. The pioneering technology of Next Generation Sequencing has the enhanced capability to analyze low level DNA samples. The Next Generation Sequencing technology actually offers two different technologies – the enhanced, traditional autosomal DNA testing as well as identity Single Nucleotide Polymorphisms (iSNPs) which has the ability to analyze highly degraded and challenging DNA sample types.

FBU will conduct an in depth comparative analysis of all three technologies – GlobalFiler (autosomal DNA), Next Generation Sequencing (autosomal DNA), and identity Single Nucleotide Polymorphisms with the intent on identifying which technology is most effective depending on the wide range of evidence sample types received by FBU. This in-depth comparative analysis will permit FBU to further evaluate DNA operations to develop more strategic forensic science testing strategies. As a result, FBU will be able to work more efficiently with stakeholders maximizing DNA testing forensic services based on evidence type.

Culture, Diversity, and Inclusion

The Diversity and Inclusion (D&I) Initiative was established to build upon the successes of DFS diverse workforce and build an inclusionary cultural climate to ensure that all levels of DFS employees have access to the tools and support they need to succeed. Reyarp Strategies Group was contracted to assess, address and administer a robust “Diversity and Inclusion” Program as well as provide vicarious trauma training and counseling to DFS members. In order to achieve the objectives of the program several trainings and workshops were conducted to include the following: D & I Town Hall, Health & Wellness, Communications, DFS Leadership Roundtable, Unconscious & Implicit Bias, Racial Sensitivity, Dale Carnegie-Effective Team Building (Leading Strong Teams, Developing Effective Team Relations Skills, Conflict As A Growth Opportunity, Dealing with Difficult People). Additional results include a D & I team was established consisting of management and staff, creation of a D & I page on the agency intranet, creation of an Employee Quiet Room. Lastly, Reyarp Strategies conducted more than 100 hours of one-on-one vicarious trauma counseling during FY2020. Effectiveness of the D & I program was measured by feedback surveys given to the participants of the trainings and workshops. Most of the respondents of each survey shared that the trainings were helpful and necessary.

- 38. What are the agency’s top five priorities? Please explain how the agency expects to address these priorities in FY20. How did the agency address its top priorities listed for this question last year?**

FY21 Five Priorities:

1. COVID-19 Testing and Sequencing

DC Public Health Laboratory will expand surveillance testing using Whole Genome Sequencing (WGS) to include both bacterial and viral pipelines to address the needs of District stakeholders. This expansion will include a respiratory viral pipeline containing WGS of SARS-CoV-2 that causes the COVID-19 disease as well as other respiratory viral pathogens. This data will provide information needed to make epidemiological links for contact tracing, outbreaks, and disease monitoring in the District.

2. Testing for drugs of abuse to support both surveillance and law enforcement

The DC Public Health Laboratory will implement testing for drugs of abuse to support the Department of Behavioral Health's (DBH) needs for better diagnostics. This initiative will provide more accurate and detailed information for the DBH clinics so that better assessments and clinical monitoring can be conducted for their client base. Additionally, drug surveillance trends will be provided to both DBH and the Department of Health (DC Health).

3. Implementation of NGS in Forensic Biology Unit (FBU)

The FBU will implement NGS in casework to improve the agency's DNA testing capabilities. The unit is in the processes of completing the implementation steps of putting NGS technology online for casework operations. Currently the statistical report and SOPs are in their final review stages. FBU anticipates going online with NGS casework in FY21 Q2, generating NGS data as well as Y-STR data for comparative analysis to the traditional DNA technology.

4. Upgrading the DFS LIMS

DFS will identify contractors to assist with the customization and implementation of upgrades to the Laboratory Information System (LIMS) used by all divisions.

5. Paperless in Forensic Examination Unit (FEU)

The Firearms Examination Unit (FEU) will start the process of achieving a paperless laboratory by importing all documents into Laboratory Information Management System (LIMS) as an electronic case record.

FY20 Five Priorities update:

1. Develop Firearms Curriculum in Partnership with District of Columbia University

DFS developed a forensic firearms minor degree curriculum in partnership with Trinity University in Washington DC. This initiative is aligned with the Mayor's policy to encourage DC residents to learn about the unique benefits, education, learning modalities, and various degrees and certificates offered through the university partners. Currently there

is a significant shortage of qualified firearms examiners in the United States of American. This shortage impacts the ability of DFS to find qualified personnel to fill critical positions within the Firearms Examination Unit. Establishment of this program with a local university build a reliable and continuous source of future firearms examiners who likely reside within the District of Columbia.

2. Improve capacity to respond to biological and chemical terrorism and other emerging infectious disease threats

In FY20, the Public Health Laboratory (PHL) improved its capacity for potential bioterrorism and chemical terrorism events and continues to provide testing support for local and federal law enforcement in the District. With the District being such an international travel and transit center, improving this capability and capacity is key to ensuring that all residents and visitors to Washington, DC are kept safe. In FY21, PHL Laboratory Response Network (LRN) provided support for the FBI response of the Presidential Inauguration.

3. Implementation of the Next Generation Sequencing (NGS) in casework

The Forensic Biology Unit (FBU) completed the validation of Next Generation Sequencing (NGS) for the identification of Missing Persons. The FBU will implement NGS in casework in an effort to improve the agency's DNA testing capabilities. This will include fully qualifying the analysts for casework. The analysts will complete the NGS training program to include competency testing and participate in QAS required proficiency testing.

4. Implementation of testing for drugs of abuse

PHL will continue to implement testing for drugs of abuse to support the Department of Behavioral Health's (DBH) need for better diagnostics. Instrument for screening specimens has been installed and is to be validated once MOU is approved and funding from DBH provided. The methadone/EDDP quantitation has been brought on-line and has completed the first successful proficiency test. This testing will provide the opportunity to offer more accurate and detailed information for the DBH clinics so that better assessments and clinical monitoring can be conducted for their client base. Additionally, drug surveillance trends will be provided to both DBH and the Department of Health (DC Health) that will allow for better intervention programs to be conducted. This will require for DFS to have the ability to bill the Centers for Medicare and Medicaid Services (CMS) for these tests.

5. Validate the Evofinder as a virtual comparison microscope for firearms examinations

In FY21, DFS will utilize the Evofinder to assist scientists with complex microscopic examination of ammunition components and allow for more definitive and timely results within the Firearms Examination Unit (FEU). The strategic initiative will include system validation testing, the full validation study, collating and interpreting testing statistics, data research and an implementation plan.

39. Please list each new program implemented by the agency during FY20 and FY21, to date. For each initiative, please provide:

- a. a description of the initiative;**
- b. the funding required to implement the initiative; and**
- c. any documented results of the initiative.**

Expansion of the Diversity and Inclusion to include Employee Vicarious Trauma

Reyarp Strategies Group, (RSG), a Maryland based company with experience in leadership development, diversity & inclusion training, project management, soft skills and executive coaching, was procured by the DC Department of Forensic Sciences (DFS) to assess, address, and administer a robust “Diversity and Inclusion” (D&I) Project for DFS. The Diversity and Inclusion (D&I) Initiative celebrates the agency’s diversity and provides the opportunity for the diverse workforce to be represented in its leadership, decision making, vision, and values. The D&I Program will shape the agency into an inclusive community focused on accountability, integrity, and trust, which will result in better outcomes for DC residents and stakeholders. The purpose of the Diversity & Inclusion Program is to develop and promote strategies and best practices within the realms of diversity, equity, and inclusion. The goal is to build an inclusive work culture that allows all DFS employees an opportunity to thrive and succeed.

As part of the D&I Initiative, for FY20-21, a Diversity and Inclusion Committee was formed. This Committee is made up of a diverse group of staff members with diverse backgrounds, viewpoints, and opinions and will be responsible for helping bring about the cultural awareness, and possibly ethical, changes necessary for DFS to become a more diverse, equitable, and inclusive workforce.

The Committee will also be responsible for making recommendations, planning, and implementation of forums, Town Hall meetings, and training sessions. The committee will conduct various surveys and/or focus groups to understand how the employees feel about the DFS culture and environment. In addition, the D&I Initiative will continue to conduct staff and manager trainings and workshops to include “Building Inclusive Teams and Tools for Identifying and Interrupting Microaggressions and Biases,” and “Keys to Cultural Awareness and Competency.” The initiative will also provide staff with COVID-19 Health and Wellness Coping Strategies, how to deal and address vicarious trauma, and more.

Enhanced Communications and Outreach Capability

The Communications Office provides communications and outreach services as part of its internal and external communications strategy for DFS on behalf of the agency’s role in the public health, public safety and justice cluster. Since March 3, 2020, the work of this Office provides interactive, news and information, data and virtual support, as the District responds to the global pandemic. The Office has focused on internal and external communications

strategies to provide up-to-date information on the agency's response to COVID-19, to highlight the work of its second responders.

The communications internal and external strategies have included:

- Video production for virtual meetings, tours, and presentations to internal and external audiences
- Virtual All-staff meetings to provide up-to-date information on COVID-19 and agency news and information
- External data reporting on COVID-19 testing to support the District's efforts via coronavirus.dc.gov
- Enhanced social media presence to inform internal and external offices of the work of the agency
- Internal message boards on the work of agency staff members, news and information
- Intranet (SharePoint) platform to provide staff with news and information
- News conferences to support the Executive Office of the Mayor press events
- Traditional media relations to provide the District's response to COVID-19

Public Health Lab COVID-19 Testing

After the first COVID-19 positive case in the District of Columbia, PHL had to act quickly to implement new testing programs to meet the testing needs in the District. There were several new programs within the overall larger initiative to implement COVID-19 testing.

First, PHL had to quickly scale up the operations of the laboratory by hiring more staff. This was completed by bringing on contractors to assist with sample receipt, processing, and testing. The funding required for the new staff came from a combination of local funds, WebEOC, and federal grant funds. Once complete, PHL went from a staff of 30 to 65 in a matter of 3 months. The result was an increased testing capacity from 25 samples per day to 1,000 samples tested per day.

A second program was the ability to send our results to DC Health epidemiology through an electronic laboratory reporting (ELR) mechanism, instead of faxing or manually sending results. ELR is the standard and recommended process for sending all notifiable results to DC Health. PHL used federal funding to contract the laboratory information management system (LIMS) vendor to develop the coding needed to implement ELR. It was a collaborative effort with DC Health, PHL, and HORIZON to implement this new workflow by April 2020.

A third program was working with the testing units to validate and implement COVID-19 testing on a fully automated system. At the start of the pandemic the PHL was testing all samples using the CDC assay, which is a two-step process of nucleic acid extraction

followed by amplification using PCR. However, once the Hologic Panther-Fusion system was validated it allowed for full automation, one step loading at any time and report results directly to the LIMS. Funding for this instrument and testing reagents came from contingency funds via WebEOC and federal grant funds. Overall, these labor and time savings have helped to increase the DC PHL testing capacity from 25 samples per day to over 1,750 samples per day. In fact, with the addition of a second Hologic Panther-Fusion system in August our current capacity is 1,750 samples per day. In combination with increased staffing, data modernization and automated instruments PHL have tested 150,000 samples in 2020.

Forensic Science Laboratory implemented paperless workflow

In FY20, Latent Fingerprint Unit moved to a fully “paperless” workflow and electronic case file. This not only streamlined internal processes, but it also will save the agency money in paper, folders etc. As a part of our FY21 Strategic Initiative, LFU has begun work on reviewing and streamlining examination reports and case worksheets/notes. In Q1, the unit was able to implement changes to our LIMS-generated reports and worksheets, which will assist reviewers and customers in being able to understand analysis results and conclusions more clearly. None of these changes will add additional work to the analyst since we were able to use crystal report features in LIMS to automate the additions and achieve our goal.

40. How does the agency measure programmatic success? Please discuss any changes to outcomes measurement in FY20 and FY21, to date.

DFS measures programmatic success utilizing the District’s performance management framework, financial/budgetary goals and external sources such as stakeholder and customer evaluation. Agency performance management requires the utilization of key measurements to support governmental planning, funding, and operations. The purpose of measuring is to allow managers to recognize success in operations, identify problem areas, and drive operational improvements to better serve the public. The performance management framework focuses on collecting, analyzing, and reporting on strategic strategic initiatives and key performance indicators set forth in the agency performance plan. Managers report quarterly on the status of initiatives and whether they are meeting their targets on key performance indicators. Year-end results are recorded in the form of Performance Accountability Reports (PARs). The PARs provide an overview of the agency’s top accomplishments and programmatic success. The agency’s executive team also meets bi-weekly and annually in the performance closeout STAT sessions to evaluate overall operations, the budget, procurements, and any issues in order to ensure continuity of operations and, ultimately, programmatic success. As such, employee performance management and agency performance management are aligned and provide a guide to the success of the overall agency programmatic success. In FY20, the agency has introduced additional workload measure to the Firearms Examination Unit (FEU) titled “Number of NIBIN leads”. This is unconfirmed, potential association that is shared with DFS customers in a timely manner and provides actionable information that could progress an

investigation. In essence, the performance management team continuously reviews core metrics to ensure they remain relevant and accurately measure programmatic success.

41. What are the top metrics and KPIs regularly used by the agency to evaluate its operations? Please be specific about which data points are monitored by the agency.

Metrics	Description	Target
Key Performance Indicator	Percentage of requested homicide cases completed within 60 days from the date the analyst was assigned the case.	90%
Key Performance Indicator	Percentage of high priority Biological Terrorism and Chemical Terrorism samples analyzed within 24 hours.	90%
Key Performance Indicator	Percentage of priority cases as designated by the contributor and marked in LIMS completed within 60 days from the date the analyst was assigned the case.	90%
Key Performance Indicator	Percent of Q-car situation and root cause analysis sections completed within 30 business days.	100%
Key Performance Indicator	Percent of scientists meeting technical competency requirements.	95%
Key Performance Indicator	Percent of safety incident reports submitted to DFS Safety Officer within two business days	90%

42. Please identify whether, and if so, in what way, the agency engaged The Lab @ DC in FY19 or FY20, to date.

DFS did not engage with The Lab @ DC in FY20 or FY21, to date.

43. Please list the task forces and organizations of which the agency is a member.

- Criminal Justice Coordinating Council Principals (CJCC)
- DC Opioid Working Group
- DFS Stakeholder Council
- Forensic Genealogy Working Group
- GunStat, Metropolitan Police Department
- Law Enforcement Task Force - United States Attorneys' Office-DC
- New York State Commission on Forensic Science DNA Subcommittee
- Next Generation Sequencing Working Group

- The Mid-Atlantic Consortium (MAC)
- Scientific Working Group on DNA Analysis Methods (SWGDM)
- Statewide Interoperability Executive Council (SIEC), HSEMA
- Forensic Laboratory Needs - Technology Working Group (FLN-TWG) of the DOJ's National Institute of Justice (NIJ)

44. Please explain the impact on your agency of any legislation passed at the federal level during FY20 and FY21, to date, which significantly affected agency operations.

The Debbie Smith Act, which first passed in 2004, created the Debbie Smith DNA Backlog Grant Program, which provides funding to support public crime laboratories' work to build capacity and process DNA evidence, including evidence collected in rape kits. The funding from the legislation provides much-needed resources to state and local law enforcement agencies to conduct forensic analysis of DNA evidence collected from crime scenes, including untested rape kits. Through previous funding, this grant has assisted the Department of Forensic Sciences in funding the DNA program, to include FTEs and the reduction of DFS' backlog. The Debbie Smith Act has increased the use of DNA and has led to more than 192,000 DNA matches in CODIS (the FBI's DNA database system). The Debbie Smith Reauthorization Act of 2019 (H.R. 777) was signed into law by President Trump on December 30, 2019.

Additionally, The Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act, signed by President Donald Trump on March 27, 2020 has impacted agency's operation. The Public Health Laboratory (PHL) benefited from this federal COVID-relief bills that provided funds for state and local and tribal governments to help manage testing operations.

In the new relief bill signed by President Trump on December 27, 2020, the Centers for Disease Control and Prevention (CDC) will provide \$22 billion to states, localities, and territories by January 19, as included in \$19 billion will be allocated through the existing Epidemiology and Laboratory Capacity cooperative agreement for testing activities. (This is all the funding allocated by the Public Health Emergency Preparedness [PHEP] formula; an additional \$2.5 billion is for high-risk and underserved populations. PHL is currently working with DC Health, who serves as grantee to assess funding needs for COVID-19 samples testing.

45. Please describe any steps the agency took in FY20 and FY21, to date, to improve the transparency of agency operations, including, including any website upgrades or major revisions.

In FY20, the DFS Office of Communications partnered with OCTO to provide timely updates to the agency's website and the District's Coronavirus homepage including news items, COVID-19 testing data and Public Health Laboratory forms. The Communications Team also updated the navigation on the home page in FY20, to provide greater emphasis on information

about the agency and provided its audiences with more information on news and updates about the work of the agency, specifically news involving the Public Health Laboratory and its role in the COVID-19 response. In addition, more information has been provided on the leadership of the agency under the “DFS: Who We Are” section. Lastly, while the focus was initially on the aesthetics of the front page, the Communications made a significant social media push for greater engagement with the public via Twitter, Instagram, Facebook and the DFS YouTube Channel for FY20.

46. Please identify all electronic databases maintained by your agency, including the following:

- a. a detailed description of the information tracked within each system;**
- b. the age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and**
- c. whether the public can be granted access to all or part of each system.**

System Name	Description	Public Access?
JusticeTrax Laboratory Information Management System (LIMS)	Is used by the Department of Forensic Sciences (DFS) to track evidence, samples, and case management along with the chain of custody. The LIMS contains results of testing and, if required, information gathered from CODIS, NIBIN, and AFIS are included	NO
StacsDNA System	Database which tracks DNA samples for use in casework operations	NO
Chemware/Horizon Laboratory Information Management System (LIMS)	Is used only by the Public Health Laboratory to track sample testing and report test results	NO
Qualtrax Document Management System	Contains DFS policies, standard operation procedures (SOPs), and documents pertinent to the laboratory accreditation	NO; SOPs are available on DFS' Website
Inflow Inventory Management System	Database used by the Operational Management Team to inventory supplies, medical equipment, Information Technology assets, and consumables	NO

System Name	Description	Public Access?
OSTicket Database	Used to manage service request for both operational needs and technology for DFS staff members internally to the Consolidated Forensic Laboratory	NO
Linear Systems DIMS	Used to store and verify the integrity of crime scene photos	NO

47. Please provide a detailed description of any new technology acquired in FY20 and FY21, to date, including the cost, where it is used, and what it does. Please explain if there have been any issues with implementation;

New Technology – FY20	Cost	Significance
Flashblade Storage	\$884,314.96	This is digital storage for the entire agency, featuring 10 times faster network speeds and expanding the storage to over 500TB.
Cellebrite Premium	\$40,740.01	This is a tool that unlocks locked iOS devices and Android-based mobile devices.
Dell Isilon Storage	\$177,906.00	This is expanded storage (455TB) for the Digital Evidence Unit, adding to the previously purchased storage.
Flashblade Storage	\$415,650.00	This is digital storage for the entire agency, expanding the storage to over 200TB.
Cisco Switch	\$162,251.58	A new switch was added to the DFS infrastructure to augment the number of ports and devices that can be added to the DFS network.

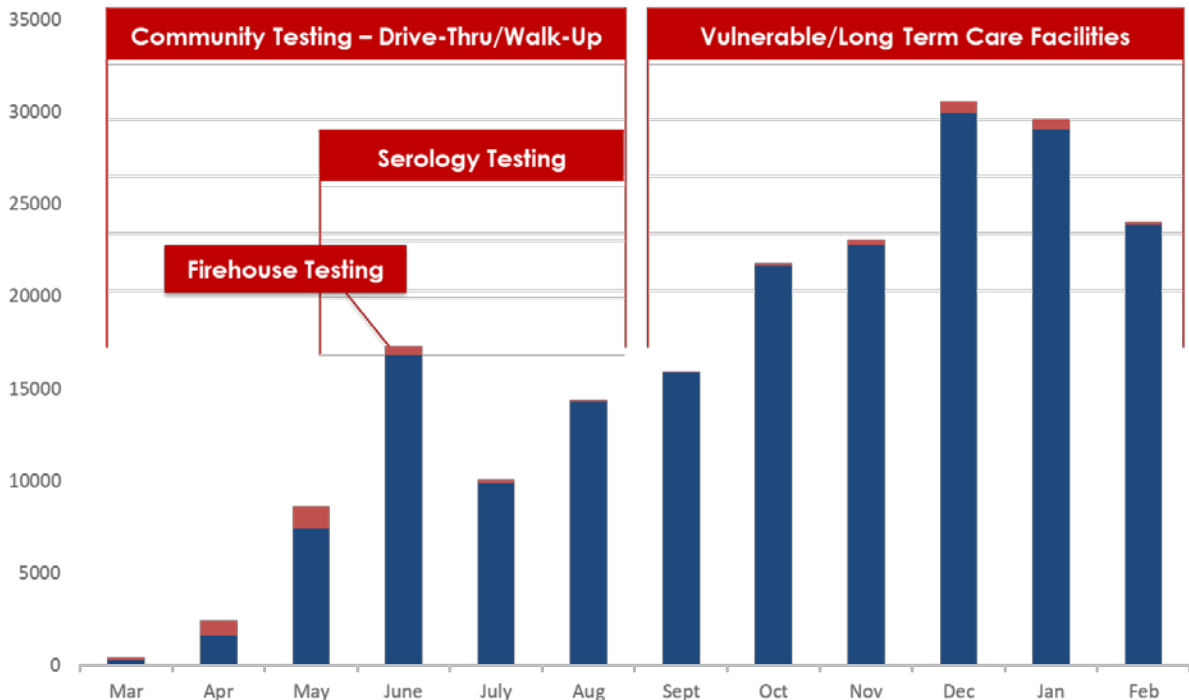
New Technology – FY21	Cost	Significance
Cellebrite Premium	\$100,000.00	This is an advanced tool that unlocks locked iOS devices and Android mobile devices.
Linear Systems DIMS	\$12,200.00	This system that contains crime scene photos with encapsulated metadata moved from the Metropolitan Police Department to DFS.

Agency Specific Questions

48. Please discuss how the COVID-19 public health emergency has affected agency operations during FY20 and FY21, to date, including impacts to the agency itself and agency personnel.

a. Please describe the agency's role in COVID-19 testing since the beginning of the pandemic, along with any associated metrics.

The Department of Forensic Science – Public Health Laboratory (PHL) was the first laboratory in the District of Columbia (DC) to have a validated test assay to detect SARS-CoV-2 (the virus that causes COVID-19). PHL brought on the test assay on March 2, 2020, performed the first test on March 5, 2020, and detected the first positive case in DC on March 7, 2020. Since then, PHL has continued to expand its testing capacity to ensure that everyone who needed a test, received a test. PHL has gone from testing 25 specimens a day to almost 1,750 specimens a day. In July 2020, PHL pivoted from providing drive-thru testing to providing testing for healthcare workers, first responders and the vulnerable populations in congregate settings (see graph below). As of February 28, 2021, PHL has tested 204,275 specimens for COVID-19. We continue to provide testing to this population and are now expanding our capabilities by performing whole genome sequencing to look for the variants that are circulating throughout the District.



b. What have been the costs to the agency associated with COVID-19 testing, and how were those costs paid for (e.g. federal funding)?

In order to increase our testing capacity and meet the testing demands in DC, PHL had to incur overtime costs, expand its workforce, bring on new instruments, modernize its informatics systems, increase our courier service, and procure a sufficient amount of testing reagents and supplies. The PHL workforce went from 41 staff to 72 staff. Most of the new staff were contractors, which were initially paid for with local funds through WebEOC. Federal COVID-19 relief funds were received in the District in March, May and June of 2020. All funds were sent to DC Health, who serves as the grantee, and then funds were transferred to DFS in August 2020 and October 2020 via an MOU. The costs are broken down below by fiscal year and categories.

Table 1: Local funding used (Agency or WebEOC using the District's contingency)

Category	FY20	FY21
Overtime	\$84,000.00	\$13,599.00
Supplies	\$5,000,632.00	\$4,296,632.00
Contractors	\$979,412.00	\$756,982.00
Informatics	\$143,090.00	\$41,657.00
Courier	\$99,750.00	\$125,000.00
Equipment	\$440,575.00	\$378,263.00
TOTAL	\$6,747,459	\$5,598,534.00

Table 2: Federal funding used (Crisis Response, ELC Cares, ELC Enhancing Detection)

Category	FY20	FY21
Supplies	\$59,441.00	\$4,744,856.00
Contractors	\$160,000.00	\$193,529.00

Informatics	\$26,680.00	\$154,558.00
Courier	\$0	\$0
Equipment	\$0	\$95,931.00
TOTAL	\$246,121.00	\$5,188,874.00

49. Please describe the members' attendance and the major work of the Science Advisory Board in FY20 and FY21, to date.

The Science Advisory Board (SAB) completed a substantial amount of work in FY20 and FY21, to date. This included:

- The SAB has been receiving regular updates from DFS such as allegations and issues made against DFS and/or its staff, such as the USAO Complaint concerning an examination completed by FEU in 2017. An independent review of large volumes of FEU documentation were conducted by SAB Board Members.
- The SAB also conducted an independent review and made recommendations for the Standard Operating Procedures (SOPs), Quality Control Documentation and Training Manuals of the Firearms Examination Unit (FEU), Forensic Latent print Unit (LFU) and Forensic Biology Unit (FBU). FEU and FBU were subjected to additional SOP's reviews, due to the FEU 360 Review and FBU Next Generation Sequencing (NGS) Validation.
- The SAB received regular briefings, demonstrations, and consideration of the implementation of new equipment capabilities including:
 - PHL Mobile testing Unit and COVID-19 testing capabilities,
 - Operational changes in LFU to establish a Paperless Laboratory,
 - FEU validation plan of the Evofinder 3D Automated Ballistic System,
 - The expansion of digital evidence examination to include Crash Data Recovery Technology allowing DEU to extract event data such as the speed during impact, deployment of seatbelts, and navigation, in addition to the existing capabilities of infotainment and telematics information,
 - FBU Next Generation Sequencing (NGS) Validation.
- The SAB is also receiving regular briefings and consideration of all DFS Operational Units, like the Surveillance Program for Synthetic Opioids, Synthetic Cannabinoids, Vape Testing or Clinical Drug Monitoring Program and Pathogen Detections.

- The SAB provided advice on proficiency tests, to the point where all Forensic Science Units completed two proficiency tests for the year.

(Please refer to question 34 for members' attendance.)

50. How many complaints were received by the agency in FY20 and FY21, to date? Of those complaints received, how many:

- Were submitted using the agency's Complaint/Inquiry Form?**
(Sub-questions (a) through (d) have been consolidated into a single answer at (d), below)
- Were forwarded to the agency's Deputy Director and General Counsel?**
- Were acknowledged within two business days after receipt, if contact information for the complainant was provided?**
- Were investigated by the Deputy Director and General Counsel within five business days after receipt? What further action was determined to be necessary?**
On January 17, 2020, we received one complaint from an employee at USAO, and DFS FSL Division Director Arendse transferred it to the complaint form, in accordance with DOM15. The complaint was forwarded to the Senior Deputy Director and General Counsel. The complaint was acknowledged within two business days after receipt. Monday, January 20, 2020 was not a business day, as the government was closed in observance of Martin Luther King Jr. Day. We provided a formal acknowledgment letter on Wednesday, January 22, 2020. We provided a formal summary of the product of our immediate review on January 23, 2020 and followed up on January 28, 2020 to disclose the members of the Complaint/Inquiry Review Team, and to again request necessary material from the complainant.
- Resulted in a Quality Corrective Action Report?**
The same one, though it resulted in more than one QCAR. A summary of the Quality results of that Complaint is included in the Complaint/Inquiry Review Team's closeout memorandum.
- Resulted in a Quality Preventative Action Report?**
None
- Resulted in an employee investigation?**
None resulted in any internal disciplinary investigation of any DFS employee.
- Resulted in being addressed through another "means deemed appropriate"?**

None. The DFS FEU 360 Review, Interim Assessment Activity, and all other aspects of the response to the Complaint fall under the scope of the QCARs and Quality process.

i. Were sent to the Science Advisory Board?

One, the firearms complaint discussed above.

51. What were the Science Advisory Board's conclusions for each complaint referred to it, and any recommendations for further action on those complaints, in FY20 and FY21, to date?

The SAB has concluded its review of the complaint without making a recommendation to change DFS policy. On November 10, 2020, we were copied on a letter from the SAB to the then-Interim Deputy Mayor advising that USAO should provide SAB a list of cases USAO contractors reworked, including their technical notes and other supporting material, so that SAB could review to determine whether a third set of examiners should again rework the material to resolve any differences of opinion between the DFS examiners and USAO contract examiners. Our understanding is that the then-Interim Deputy Mayor made that request of the USAO and asked for the information to be provided by mid-December, but the USAO did not reply to the letter or the request.

On January 15, 2021, in a public meeting, DFS again summarized its response to the complaint, its continuing accreditation, and reported out on the closeout of its expansive FEU case review. DFS also made a representative from ANAB available at the meeting for question, and that representative confirmed that ANAB had no reservations about DFS's quality control within the scope of accreditation. The DFS Senior Deputy Director asked the SAB Chairperson if the matter was closed and we could move on, and the SAB Chairperson confirmed.

52. Please describe the status of, and the agency's position with respect to, any complaints raised by Stakeholder Council members in FY20 and FY21, to date.

The Complaint/Inquiry Review Team closed its review of the complaint on Friday, March 5, 2021. The complaint helped to identify an administrative error in a 2017 NIBIN confirmation report, which provided DFS an opportunity to improve verification and case documentation practices within FEU. No further action will be taken on the complaint.

a. What is the status of any third-party audit of the agency's operations, if not captured in a response to a question above?

There was only one third-party audit of DFS during FY20, and that was conducted by ANAB through the summer of 2020, and ultimately closed with the certification of DFS's continuing accreditation.

On April 23, 2020, DFS received a letter from USAO and OAG advising that they had engaged three regular USAO contract witnesses to conduct what was inaccurately termed an audit. DFS responded by letter on May 19, 2020, advising stakeholders that DFS would follow the audit and complaint response procedures outlined in DFS's statute and regulations. Shortly after, DFS became aware of a June 15, 2020 letter from PDS to USAO and specific judges of the Superior Court which echoed many of our concerns regarding a prosecution-led review of an independent laboratory.

An audit is a highly technical assessment conducted by quality assurance experts and—in the case of DFS's audit by ANAB—certified technical assessors. Based on DFS's review of the OAG/USAO *ad hoc* team's Interim Reports, which was obtained largely through publicly available court records, was a case review of indeterminate scope, without any recognized or published standard against which to audit. DFS understands that only two of the three contract witnesses had any background in firearms examination and are not aware of any of the three having been certified as assessors. DFS was advised by letter from USAO that this activity ended during the late summer of 2020.

53. Please describe the agency's quality assurance processes and protocols, and whether any changes were made to these processes and protocols in FY20 and FY21, to date.

The Department of Forensic Sciences Quality Assurance System is designed to establish and ensure the integrity of the work produced by the Agency by adding value to the credentials and testimony of the forensic scientist who perform analysis. The DFS Quality System is composed of several components which when combined yield an agency-wide quality product and program. These components are Internal Audits, Annual Management Review, External Assessment, Accreditation and Certification, Operating Procedures, Document Management, Adherence to Industry Standards, Customer Service Awareness, and Accountability and Integrity.

In FY20, DFS hired a new Quality Assurance Manager who is part of the Senior Deputy Directorate and made significant changes in the processes and protocols to create a more robust system of identifying risks, document uniformity, decreasing turnaround time on nonconformity corrective actions and targeted quality assurance training throughout the agency. These changes required amendment of existing standard operating procedures and creation of new ones as well as changes in some of the processes. During the first two quarters of FY21 DFS Quality has embarked upon performing and tracking risk assessment analysis on all nonconformities to better interpret and prevent future incidents.

54. Please describe the current status of the agency's accreditation and any interactions with the ANSI National Accreditation Board in FY20 and FY21, to date.

Currently, the Department of Forensic Sciences is in compliance with all its accreditations (ISO/IEC 17025:2017 Accreditation from ANSI National Accreditation Board (ANAB), FBI

Quality Assurance Standards, the Clinical Laboratory Improvement Amendments from CMS, and the Division of Select Agents and Toxins from CDC). We have maintained continuous compliance and received our ISO/IEC 17025:2017 Certification of Accreditation renewal on October 01, 2020 for FY20. The DFS Quality Unit interacts with the ANAB Board point of contact on a regular basis and ensures that any updates and changes are provided in timely manner to the management and staff of DFS. The DFS laboratories are currently undergoing annual internal audits in preparation for the August ANAB accreditation surveillance.

a. Please describe ANAB's findings related to the FEU in FY20 and FY21, to date, including any recommendations for improvements.

The FY20 Interim Assessment of the FEU, which occurred July 6th thru 12th of 2020 resulted in five (5) findings and the following actions steps were implemented to meet recommendations for improvements to the DFS Quality system.

Finding #1

Standard	6.2.2.1
Quote:	Personnel who authorize results, opinions and/or interpretations in the following disciplines shall meet the minimum educational requirements established in the country in which the laboratory operates
Action Steps	
<ol style="list-style-type: none"> 1. Performed a review of the contract for Firearms Examiners serviced by Ron Smith & Associates. 2. PD 301/401 Forensic Scientist (Firearms & Tool mark Analyst) Revision (See Attachment/ will need to be processed by DCHR) 3. Incorporate verbiage into the new FEU Training manual to address Contract Examiners and New Examiner hires with previous experience (DFS Training Manual sect. 1.4 and FEU Training Manual sect. 20.0) Also to address AR3125: 6.2.2.2 Note 1 (<i>Past work experience and training may be substituted for portions of the training program to the extent that it has been demonstrated to be relevant and sufficient</i>) 4. Contract Examiners will be treated as Employees to comply with AR3125: 6.2.3.1 	

Finding #2

Standard	6.2.5 (a) (c)
Quote:	The laboratory shall have procedure(s) and retain records for: (a) determining the competence requirements (c) training of personnel

Action Steps	
<ol style="list-style-type: none"> 1. Created a section in the new DFS Training Manual: Section 1.4 to address the evaluation of previously experienced Contract and New Examiner hires. This policy will require a written technical assessment of their training and competency upon onboarding and continued competency evaluation during their tenure at DFS. This information will reside in Qualtrax under the Deputy Director Folder in the training folder. 2. All competency requirements will mimic the testing that the examiner will be expected to perform. 3. DFS Training Manager will be required to also signoff. 	

Finding #3

Standard	7.4.1.1 (d)
Quote:	When an item is considered as evidence, the procedure shall: (d) require chain-of-custody for: 1) all items received; and 2) items that are collected or created and preserved for future testing (e.g., ESDA lifts, test-fired ammunition, latent print lifts, photos, trace evidence, DNA extracts)
Action Steps	
<ol style="list-style-type: none"> 1. FEU unit evidence process in FEU12 Evidence Handling and Case Distribution: 7.1.2.1 and 7.1.2.2 will be changed to reflect that evidence being picked up from CEU will be remanded into the personal custody of the member picking up the evidence. 	

Finding #4

Standard	8.7.1
Quote:	<p>When a nonconformity occurs, the laboratory shall:</p> <p>React to the nonconformity and, as applicable Take action to control and correct it.</p> <p>Address the consequences</p> <p>Evaluate the need for action to eliminate the cause(s) of the nonconformity, in order that it does not recur or occur elsewhere, by:</p> <p>Reviewing and analyzing the nonconformity</p> <p>Determining the causes of the nonconformity.</p> <p>Determining if similar nonconformities exist or could potentially occur.</p>

Action Steps
<ol style="list-style-type: none"> 1. Managers and Internal Audit Team attended Root Cause Analysis course May 19th, 2020 2. Internal Audit Team members attended the ANAB ISO 17025 Internal Auditing Course April 20-23rd 3. DFS has made recent changes in Quality Management staff and Quality Management practices 4. Training will be provided for Mgrs. to look for <u>risk and/or opportunity</u> for improvement which will be a requirement that shall appear in the corrective action process 5. Quality team members shall also be responsible for verifying that the Corrective Action Plan in Qualtrax addresses potential risk and/or opportunities.

Finding #5

Standard	8.7.2
Quote:	Corrective actions shall be appropriate to the effects of the nonconformities encountered.
Action Steps.	
<ol style="list-style-type: none"> 1. Require quality team to perform a more robust investigation of the action steps submitted for nonconformities. 2. Update DOM 07 to allow for adjustment of time frame for submission and completion of parts in the QCAR and QPAR process. 3. Quality Team will assume review responsibility over root cause, action steps and approval of appropriate time frame for report completion. 4. Require action steps to meet minimum criteria of prevention, assurance, training and acknowledgement before they are approved for advance to the next part. 5. Quality will provide action step training classes for responsible parties. Class will include the purpose and how to write action steps. 	

All the actions steps were completed. The FY21 accreditation is scheduled for August of 2021.

55. On how many occasions did the agency convene the Stakeholder Council in FY20 and FY21, to date? What were the major topics explored during the meetings?

During FY20 and FY21 to date, the Deputy Mayor for Public Safety and Justice, who chairs the Stakeholder Council meetings, convened two Stakeholder Council meetings on December 16, 2019 and October 2, 2020. Major topics explored during the Council meetings included:

Meeting Date	Topics
October 2, 2020	<ul style="list-style-type: none"> • DFS operations and staffing during the pandemic • COVID-19 testing • Quality assessments and accreditation • Updates on DFS division programs and accomplishments
December 16, 2019	<ul style="list-style-type: none"> • Updates on organizational realignment • SAVRAA 2.0 changes for DFS • Updates on DFS division programs and accomplishments

a. How did the agency strengthen communication, collaboration, and transparency with Stakeholder Council members in FY20 and FY21, to date?

Throughout the pandemic, DFS continued to hold meetings to maintain transparency and communication with stakeholders by shifting to virtual media for Stakeholder Council meetings, Science Advisory Board meetings, Interagency meetings, GunStat meetings, and more.

In November and December 2019, DFS OGC completed an internal review of information sharing practices, and past information sharing, with its prosecutorial stakeholders. From that review, DFS developed a more expansive and transparent reporting policy. In parallel, DFS OGC and DFS Quality developed a policy of affirmatively sharing all ISO17025 QCARs (those dealing with forensics, rather than public health) with prosecutors, rather than producing them piecemeal in response to specific requests.

In FY20, DFS OGC and DFS FBU elected directly to provide voluminous DNA validation data outside the discovery process, to all criminal justice stakeholders (prosecution and defense) simultaneously. DFS OGC opened negotiations with the Public Defender's Service to develop a standard information sharing agreement, which would allow another mechanism for providing stakeholders greater and more immediate access to information than is provided in the criminal discovery process.

As part of DFS's COVID-19 response, the agency supported the health of MPD and FEMS personnel by offering fast turnaround COVID-19 testing through the District's Police & Fire clinics. Additionally, DFS worked with OCME to help test cadaveric lung tissue for SARS-CoV-2, and opioid syringes recovered as part of death investigations. As an ongoing effort, DFS provides personnel for OCME's mass fatality force multiplier team.

In FY21, DFS looks forward to continued collaboration with key stakeholders and ensure they are kept abreast of any changes and to continually teach new and seasoned investigators and attorneys about FSL's capabilities.

56. Please list all workload measures from FY20 and FY21, to date, by unit, case type, and turn-around time, including PERKs.

Description	FSL Unit	Q1	Q2	Q3	Q4	FY20 TOTAL	FY21 Q1
Number of CODIS database entries	FBU	137	155	246	212	750	202
Number of CODIS database hits	FBU	48	67	71	71	257	72
Number of AFIS database entries	LFU	2,097	1,944	1,944	1,955	7,940	1,978
Number of AFIS database hits	LFU	397	439	476	516	1828	473
Number of firearms tests fired	FEU	520	692	515	544	2,271	620
Number of NIBIN database entries	FEU	931	1,281	1,293	,1576	5,081	1,365
Number of NIBIN database hits	FEU	70	74	52	12	208	2
Number of NIBIN database leads*	FEU	-	-	-	-	-	972
Number of items processed through LFU Evidence Processing	LFU	5,130	5,821	2,804	2,772	16,527	3176

a. How many, if any, of each case type are “backlogged”?

Backlog is reported as the number of cases requested but not yet assigned to an analyst and is reported as the average backlog over the reported timeframe.

FY20 Cases in backlog, quarterly average amounts;

FBU Non-sexual = 184 cases

LFU Evidence processing unit = 22 cases

Firearms Examination unit = 341 cases

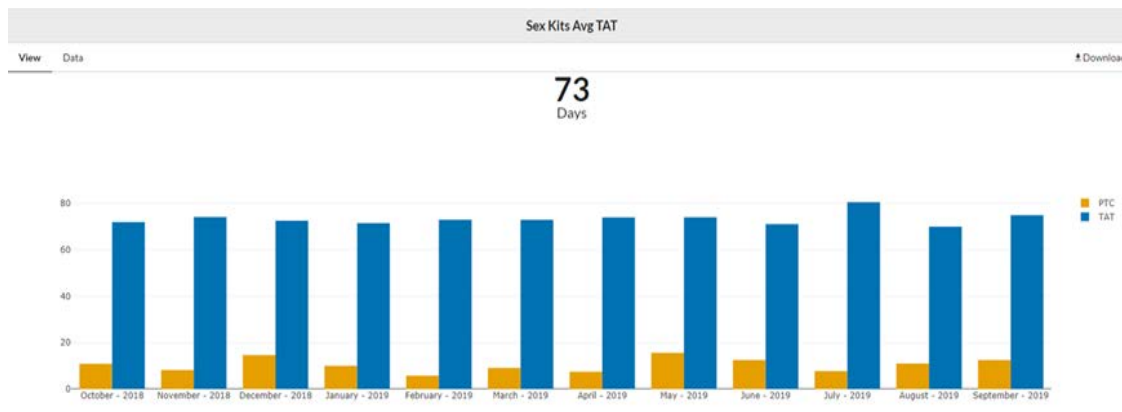
b. How many of each were processed by an outside contractor?

In FY20, 1,690 Non-Sexual assault cases and 56 Sexual Assault cases were processed by

outside contractor.

57. In FY20 and FY21, to date how many PERKs were received by the agency, and how many were processed within 90 days from the date of receipt?

In FY20, four (4) of the 218 Sexual Assault kits exceeded 90 days for testing due to lengthy delays in obtaining permission to consume from the courts. Average turnaround time was 73 days with the exception of the four cases listed below. In FY20 Q1 DFS has received 60 kits and is processing them on an average turnaround time of 71 days.



FY20 Kits Exceeding 90-day Turnaround		
DFS Testing Time	Permission To Consume Delay	Total Time
40 days	94 days	134 days
35 days	84 days	119 days
55 day	44 days	99 days
44 days	47 days	91 days

58. Please discuss any improvements made to the Forensic Science Laboratory Division in FY20 and FY21, to date.

The Forensic Science Laboratory Division (FSL) performs analyses on physical evidence collected from crime scenes pertaining to criminal investigations. The Division consists of three (3) Operational Units – Forensic Biology Unit (FBU), Firearms Examination Unit (FEU), and Latent Fingerprints Unit (LFU).

FSL – The Operational Units of the FSL were subjected to several internal and external assessments throughout FY20. All three Operational Units maintained their accreditation status through the ANSI National Accreditation Board (ANAB) and the FBI Quality Assurance Standards for Forensic DNA Testing Laboratories. The LFU received a Scope Extension in

Friction Ridge Enhancement ISO/IEC 17025:2017. The Science Advisory Board also conducted a scheduled review of the LFU without any findings.

LFU – See number 3 – FY20 and FY22 Strategic Initiatives.

FEU – In response to a complaint received by the USAO, and a review of cases completed between 2015 and 2017, the FEU initiated a “360 Review” of its procedures, practices, and training. The result was the following list of improvements:

- For microscopic examinations, in the absence of multiple sources, at least two areas of agreement are required to identify or eliminate.
- Photomicrographs are to be contemporaneously annotated, within the photographic field. All results are now qualified. Additional checkboxes have been included on the technical and administrative review forms to assist with peer reviews.
- Verifications are required to be conducted independently, and clear instructions on how they must be performed are now provided.
- Separate reviewers are required for the technical and administrative reviews of all cases.
- Firearms Analysis requests and NIBIN Verification requests are examined and reported the same way, with the same work products (photographs and worksheets).
- A new training module was created for contractors, which includes training on case documentation and processes prior to casework.
- FEU staff and contractors are subject to continuous training and development are trained prior to the authorization of procedures.
- Measuring Systems have been updated to ensure accurate measurements of evidence.
- Starting in calendar year 2019 and continuing through 2020 all qualified examiners completed two externally provided proficiency tests per year. Two external proficiency tests were ordered for all qualified examiners for 2021 as well.

FBU – In FY20 the FBU completed the validation study of Next-Generation Sequencing (NGS) technology for forensic casework applications in an effort to improve the agency’s DNA testing capabilities. Next Generation Sequencing includes Y chromosome DNA testing capabilities which is DNA testing that specifically targets DNA located on the male chromosome. This Y chromosome DNA varies among unrelated individuals. This technology is very beneficial in sexual assault cases. Sexual assault cases primarily contain both female and male DNA. Depending on the sample, the female DNA can be present at significantly higher quantities compared to the male DNA. As a result, the female DNA can mask the male DNA making interpretation difficult. Masking does not occur with Y chromosome DNA testing as it is only present in males. This technology coupled with traditional DNA testing can provide powerful forensic intelligence.

Furthermore, the pioneering technology of Next Generation Sequencing has the enhanced capability to analyze low level DNA samples. The Next Generation Sequencing technology offers two different technologies – the enhanced, traditional autosomal DNA testing as well as

identity Single Nucleotide Polymorphisms (iSNPs) which has the ability to analyze highly degraded and challenging DNA sample types.

NGS testing will also provide additional investigative leads outside of CODIS to include probable, ancestry as well as eye and hair color. These DNA testing capability enhancements will have a direct impact on reducing crime in all neighborhoods and reversing the recent spike in homicides by providing greater forensic intelligence supported by validated scientific data.

59. How many retired MPD members has the agency hired in the Crime Scene Sciences Division, and how many have exited the Department?

23 retired MPD members were hired by DFS as of February 2021; four have left the Department.

60. What is the agency's strategy to promote employee retention of Firearms Examination Unit ("FEU") personnel?

The Agency has not worked on any plans to promote employee retention of FEU personnel. As reported in FY19; DFS opted to move from a retention plan to establishing a more sustainable program over the long term. The four FEU examiner trainees are progressing well and at various stages of their training. Due to current hiring and promotion restrictions, 4 qualified employees in FEU works in a trainee capacity and should be promoted.

a. Please provide an update on the agency's partnership with Trinity University.

DFS developed a forensic firearms minor degree curriculum in partnership with Trinity University in Washington DC. This initiative is aligned with the Mayor's policy to encourage DC residents to learn about the unique benefits, education, learning modalities, and various degrees and certificates offered through the university partners. Currently there is a significant shortage of qualified firearms examiners in the United States of American. This shortage impacts the ability of DFS to find qualified personnel to fill critical positions within the Firearms Examination Unit. Establishment of this program with a local university build a reliable and continuous source of future firearms examiners who likely reside within the District of Columbia.

61. What is the current status of the agency's firearms examination work for Stakeholder Council members and other agencies?

- a. The last Stakeholder Counsel meeting was held on October 2, 2020, firearms examination productivity was reported; Homicides and Priority Cases (KPI): 98% Homicides and 95% Priorities completed in 60 days or less. The Unit also completed Firearms Analysis cases: 289 NIBIN Verifications: 131 and Serial Number Restorations: 94. Ghost gun metrics were

also shared with Stakeholders, a 198% increase in Ghost guns received compared to the FY19.

- b. The Department of Forensic Sciences (DFS, specifically the Firearms Examination Unit (FEU) is working closely with MPD on strategic initiatives to collect all fired cartridge cases to ensure the timely submission of all firearm related evidence.
- c. DC Office of the Attorney General (OAG) in support of District of Columbia v. Polymer80, FEU staff consults with the trial team, providing deep statistical analysis of ghost gun trends, and identifying a volume of recent cases where District visitors and residents were the victims of ghost gun violence.
- d. DFS continues to receive requests from USAO for case items to be transferred to private firearms examiners.
- e. Stakeholders were also informed of internal and external audits
 1. DFS requested an ANAB Quality Assurance Interim Audit of the FEU. The audit was conducted on July 6-9 and included a review of 105 case jackets, training records, competency tests and authorizations, management review documentation, internal audit documentation and other records needed to confirm conformance with accreditation requirements.
 2. Quality Assurance Off-site Surveillance Assessment was conducted on August 10-12, 2020.

Continuation of Accreditation was granted to DFS on October 1, 2020.

62. Please describe the agency's work and data related to "ghost guns" in FY20 and FY21, to date.

- a. **How many firearms submitted to DFS in FY20 and FY21, to date, were determined to have been created via 3-D printing?**

The Firearms Examination Unit (FEU) has identified a 3-D printed firearm frame and 3-D printed selector switch in the District.

- b. **How many firearms submitted to DFS in FY20 and FY21, to date, were determined to have been assembled by 80% kits?**

FY20: 251 ghost guns

FY21: 168 ghost guns

c. How many firearms submitted to DFS in FY20 and FY21, to date, did not have a serial number?

1. Of those firearms, how many had a serial number removed or obliterated?

FY20: 167 Obliterated or Partially Obliterated Serial Numbers

FY20: 52 Obliterated or Partially Obliterated Serial Numbers

*The data do not include the above ghost guns. These numbers are firearms where the serial number has been intentionally altered (i.e. serial number plate removed, serial number obliterated, etc.)

63. Please describe any updates that the agency has made to staffing, management, operations, and quality assurance in the Public Health Laboratory in FY20 and FY21, to date.

The DC Public Health Laboratory (PHL) went through extensive changes in staffing and management in FY20 and FY21, to date. Due to the pandemic and in order to handle the increased sample volume, the DC PHL expanded its testing capacity by hiring many new staff and contractors. In all, the DC PHL was able to obtain 30 new positions (via federal grants), consisting of laboratory assistants, medical technologists, administrative staff, IT staff, and management. This allowed for the DC PHL to create a new Outbreak Response Unit, which will be supervised by a grant-funded, MSS-14 position to oversee the Mobile Testing Unit and offsite quality assurance staff.

The DC PHL was able to take over the Biowatch testing staff management through a Memorandum of Agreement (MOA) with Prince George County. This MOA supports 9, full-time staff (FTE) to perform surveillance testing and a supervisor, funded by the Department of Homeland Security (DHS). Converting contractors into FTEs increases stability, inclusion, and staff morale.

In addition to all the new positions added, PHL did experience management changes. The Molecular Diagnostics Unit Chief resigned in late summer to take a position at the Virginia Department of Health. This position was filled in October 2020. PHL Director Dr. Tony Tran also resigned to take a position at the FDA in California in early November. Currently, the PHL is led by an interim Director for operational status and a CLIA Director for regulatory and quality assurance status. DFS is working with DCHR to post this position planning for it to be filled by Q3 FY21.

a. Please describe the current status of the District's mosquito surveillance program to test for West Nile, dengue, chikungunya, and Zika viruses.

For the 2020 mosquito season, surveillance testing was not performed at PHL due to COVID, however, samples were referred to CDC. All the referred samples sent were

negative for West Nile Virus. DFS maintains clinical testing for Zika of patient specimens but does not routinely perform surveillance testing for these pathogens in mosquito pools due to rarity and low probability of local transmission. Testing for dengue and chikungunya was discontinued at PHL due to lack of test requests in the last few years as well as changes in the proficiency testing program for the assay. Any requests were to be forwarded to CDC for testing, however no requests for testing were made during this time.

b. Please describe the current status of the District’s surveillance for influenza and foodborne outbreaks, rabies testing, STD testing, and testing for bioterrorism and chemical terrorism.

PHL serves as the reference laboratory to support DC Health in its influenza surveillance program in the District. In FY20, PHL received and tested over 1,100 influenza-like illness (ILI) specimens, far surpassing the District’s Right Size goal of 598 (set by the CDC and APHL). We continue to perform this surveillance testing using CDC Flu SARS-CoV-2 multiplex test in FY21 with the goal of increasing the number of specimens tested to provide better picture of influenza and SARS-CoV-2 trends in the District.

To provide the most advanced and rapid detection of foodborne pathogens, PHL has implemented and participated in the CDC PulseNet (foodborne bacterial surveillance), CaliciNet (Norovirus surveillance), and NARMS (National Antimicrobial Resistant Monitoring System) surveillance programs. Testing capacity to support these surveillance programs includes conventional bacteriology, molecular detection (PCR) and next generation sequencing for contaminated food source tracking and identification of linkages to potential outbreaks. In FY20, PHL tested 163 isolates associated with foodborne illnesses and 40 patient samples for Norovirus outbreak determination.

For the FY20, PHL received 226 animal brain samples for rabies testing. Of these, 87 animals had human exposure, 23 had animal exposure (bites or contact with animal saliva including licks), 95 with potential exposure, and 21 with no exposures. More than half (51%) of the submissions were bats followed by 22% domestic animals (dogs and cats), raccoons (22%), foxes (1%), opossum (2%), squirrel (1.0%) and ground hog (2.0%). The overall rabies positivity in the District was 7.5% (17/226), 5.2% (6/115) in bats and 22.4% (11/49) in raccoons as the major animal species positive in the District in FY2020.

PHL began collaborating with DC Health for the CDC’s Gonococcal Isolation Surveillance Program (GISP) in August of 2018. This surveillance program is used by DC Health and the CDC to monitor antibiotic resistance trends in the bacterium *Neisseria gonorrhoeae* (the causative agent of gonorrhea). In FY20, PHL tested 166 specimens for gonorrhea. Thus far in FY21, 57 specimens have been tested. Once

confirmed as *Neisseria gonorrhoeae*, these isolates are sent to the antimicrobial resistance laboratory network regional laboratory for antibiotic susceptibility testing. These data are then shared with the participating clinics (DC Health and Wellness Center and Whitman Walker) to help them monitor best practices for treatment of gonorrhea.

Of significance, during FY20, DFS was able to hire a Bioterrorism Coordinator and a Chemical Terrorism Coordinator. In FY20, the DC PHL Bioterrorism (BT) program processed and analyzed 9 submissions (23 subsamples) from federal law enforcement partners in addition to a clinical isolate submitted to rule out an agent of Bioterrorism. The BT program also participated in 2 proficiency challenge events provided by the CDC and a third proficiency challenge provided by the College of American Pathology. For the BT program, the bacterial organisms are typically identified using a combination of conventional and molecular methods. In FY20, the Bioterrorism program expanded competence to agents beyond *Bacillus anthracis* and Ricin toxin.

In addition to expanding the extent of agents tested, the Bioterrorism program is in the process of replacing staff lost due to attrition. For FY21, the BT program will expand to add a dedicated medical technologist to the team. For FY21, the Chemical Terrorism (CT) program participated in the annual shipping and packaging exercise (SPaSE) and annual unannounced “pop” challenge panel. A new instrument has been installed for analysis of nerve agent metabolites, and the methods are still in review (urine matrix is functional, but extraction from serum is still under evaluation). For the ending of FY20 and through Q1FY21, the CT supervisor was tasked to also lead the Mobile Testing Unit for SARS-CoV-2 response. During Q1FY21, there were issues with proficiency tests, and these are undergoing root cause analysis. Later in Q1FY21, the Chemical Terrorism Coordinator has resigned, leaving this position currently vacant.

c. Please describe the PHL’s work in testing vaping products.

PHL has played an active role supporting the testing of vaping products through three mechanisms since 2018: (1) Submissions for testing as directed by the United States Attorney’s Office (USAO), (2) Submissions for purposes of surveillance, and (3) submissions from DC Health for cases directly related to suspect E-cigarette/Vaping Associated Lung Injury (EVALI). The DC PHL FCU has analyzed 49 vape cartridge since forensic chemical analysis began in 2018. After the initial round of requests for analysis from DOH were reported out in November of 2019 (8 cartridges in total), 7 additional vape cartridges have been analyzed and reported out since January 1st, 2020, through routine forensic testing. FCU has not received any further requests for analysis from DOH since the initial requests were received in October 2019.

64. Please describe the progress of the Forensic Chemistry Unit and the agency’s partnership with the Office of the Chief Medical Examiner to test syringes that are found at the scene of an opioid overdose?

Since July 2018, the PHL Forensic Chemistry Unit (FCU) has contributed analysis to 99 cases involving syringes related to OCME death investigations (237 syringes in total), including 33 reports distributed in FY21 Q1. Out of those 237 syringe items, 103 (43%) were found to contain opioids, of which 58 contained fentanyl.

In addition to OCME syringes involving death investigations, PHL has started a surveillance program to test syringes collected anonymously from needle exchange programs. FCU has analyzed 513 syringes under this initiative since beginning collection in September 2020; 267 syringes were confirmed to contain a controlled substance. Fentanyl was observed in 163 of these syringes (32% of total syringes, 61% of syringes containing a controlled substance). This is a higher proportion than were present in syringes recovered in association with death investigations (24%), but a lower proportion than were present in powder exhibits routinely analyzed by FCU in a forensic capacity (49%) over the 12-month period from December 2019 to December 2020. The inclusion of needle-exchange program samples in this case highlights the need for comprehensive surveillance, as syringes recovered in association with death investigations alone underestimate the prevalence of fentanyl in the used-supply.

a. How did DFS work with other District agencies to prevent opioid overdoses?

DFS has provided strategic and analytical support for the Mayor's LIVE LONG DC strategy for reducing the number of opioid-related fatalities in the District, including:

The DFS Director participates on the strategy's steering committee; (2) FCU provides regular updates, both in quarterly meetings and through a monthly-released report that summarizes the opioid surveillance results for the District, including trends in heroin purity and location of fentanyl "hot spots;" (3) FCU releases reports on the Discovery of new fentanyl analogs immediately following laboratory confirmation to District and federal partners, allowing for the rapid awareness and response to emerging synthetic opioids; and (4) FCU regularly provides on-demand intelligence analyses and summaries to both District and federal partners, thereby not just providing raw data, but trend analyses, actionable information and insights into the synthetic opioids present in the District.

FCU participates in weekly interactions with the National Capital Region Threat Intelligence Consortium (NTIC) to share opioid and other controlled substance information with District, State, and Federal partners in the region (coordinated under HSEMA). This information often includes awareness of new opioids emerging on the illicit market, their legal classification, as well as biological markers to look for in toxicological screens.

Additionally, FCU participates in the regular meetings of the Association of Public Health Laboratories (APHL) Opioid Bio surveillance Taskforce (OBTF) to share trends, best practices, and information sharing across the country with other public health laboratories.

Finally, FCU produces a monthly update reports and new substance alerts for both new synthetic opioids and new synthetic cannabinoids found in the District, and this information is disseminated to District, State, and Federal partners, including the monthly DC Opioid Working Group. This information is vital for public health and safety to know if new types of opioids are emerging, as well as provide toxicological screens at OCME and other federal clinical groups the necessary marker to identify these new drugs.

65. Please outline any new developments within the Digital Evidence Unit in FY20 and FY21, to date.

- **Crash Data Technology Implementation:** In FY19, DEU expanded its capability to collect data from vehicles involved in criminal activity. Data includes “events” within the vehicles such as acceleration, deceleration, impacts inside and outside, and degree of steering. This complements DEU’s existing vehicle capability of telematics and infotainment data collection, giving stakeholders a complete picture of what has happened in a vehicle during a point in time.
- **Dell Isilon Digital Storage:** DEU has a greater need for digital storage than any other DFS unit. Collection of digital data from devices such as smartphones, computers, servers, DVRs and vehicles create a need for constant storage space. This need in conjunction with the massively expanding caseload caused DEU to outgrow its initial storage capacity and require an affordable and scalable solution that could be added to annually. The Dell Isilon System provided an initial hundred-plus terabytes of storage that can be upgraded by simply adding another rack of physical drives as needed. For FY20, DEU will be adding an additional four hundred terabytes of storage in order to keep pace with the ever-growing caseload.
- **Cellebrite Premium:** In FY21, DEU expanded its ability to obtain access to locked devices by the purchase of an advanced mobile device unlocking system. This system grants access to iOS and Android-based devices by employing different strategic password cracking mechanisms. In previous years, DEU had a basic system for Android devices and used grant funds to purchase the most advances system on the market. To date, DEU has unlocked over 500 mobile devices.

a. Please describe the agency’s cybersecurity work, specifically.

The Department of Forensic Sciences (DFS) leverages services from the Office of the Chief Technology Officer (OCTO) to address or mitigate cybersecurity threats which

impact DFS on the District of Columbia's computer network hosted by OCTO. DFS's Forensic Technology Unit (FTU) works with the OCTO's Security Operations Center (SOC) and OCTO's Citywide Information Technology Security (CWITS) to ensure the agency has met the cybersecurity requirements such as user training, patch management for operating systems resident on DFS infrastructure. The Digital Evidence Unit (DEU) at DFS examines evidence from physical and cybercrime scenes to assist investigators with the "footprints" left in digital devices and networks. Lastly, the DEU has the capacity to conduct malware forensics, reverse engineering, and investigation into cyber threats such as phishing and spoofed emails. In FY20 and to date FY21, DFS had no incidents reported.

66. According to D.C. Code § 5-1501.02, "The mission of the Department shall be to provide high-quality, timely, accurate, and reliable forensic science services with (1) The use of best practices and best available technology; (2) A focus on unbiased science and transparency; and (3) The goal of enhancing public safety."

DFS has several controls and frameworks in place to ensure its independence with respect to its relationships with law enforcement, the prosecution, and the defense. These include:

- Accreditation - DFS continues to maintain its accreditation, which not only ensures the scientific validity of its testing procedures and subsequent interpretation but sets out procedures for appropriate communication with stakeholders, and documents decision making. DFS has maintained its accreditation status and demonstrated continuous improvement through the reduction in findings at accreditation assessments over time. Both the Forensic Chemistry Unit and the Digital Evidence Unit were granted accreditation in 2018.
- Stakeholder Council - the Deputy Mayor for Public Safety and Justice Chairs the Stakeholder Council, which comprises of Agency Directors from across the public safety and health spectrum including the Metropolitan Police Department, the Office of the Chief Medical Examiner, the Office of the United States Attorney, the Office of the Public Defender, the Fire and Emergency Medical Services Department, the DC Health Department, the DC Office of the Attorney General, and the Federal Public Defender for DC.
- Science Advisory Board - the Science Advisory Board regularly reviews the science undertaken at DFS and assesses that against contemporary best practice.
- Complaints and Inquiries - all complaints and inquiries made to DFS are recorded and addressed. The General Counsel and Senior Deputy Director have oversight of all complaints and inquiries.
- Department Operations Manual - the Department Operations Manual describes the policies of the department to which all employees are to ascribe.
- Standard Operating Procedures - the Standard Operating Procedures define the way in which scientific testing should be conducted within the agency and the way in which results are to be interpreted. Independence is maintained through the rigor in

which these are applied and supervised. For example, every result and interpretation are independently reviewed and verified by another expert.

- Rules and Regulations - provide guidance to staff about their conduct while employees of DFS and supervisory controls ensure compliance with the rules and regulations.
- Training - training is regularly undertaken including training that specifically applies to forensic scientists such as cultural training, training in ethics, and management training.

a. Please discuss what the agency has done in FY20 and FY21, to date, to uphold these principles. Specifically, how does the agency maintain its independence, particularly with respect to its relationships with law enforcement, the prosecution, and the defense?

The DC Code provides robust safeguards against undue influence from either side of the criminal justice system. In FY20, three aspects of our statutory and regulatory landscape were particularly powerful tools in safeguarding the agency's independence from improper influence: Our national accreditation requirement; the statute and supporting regulation that runs our complaint process through the Science Advisory Board, to the exclusion of the Stakeholder Council; and the requirement that Science Advisory Board meetings be open to the public.

When a stakeholder concern with a 2017 NIBIN confirmation arose in Q2 FY20, our national accrediting body, ANAB, provided a perfect third-party, disinterested arbiter. They were able to receive and keep confidential any materials submitted to them by any interested parties; were able to assemble a team of industry-leading assessors with extensive technical backgrounds to review referred materials; and were able to proceed in an appropriately scientific fashion, analyzing complaints or concerns against pre-existing, professionally developed, objective standards. Finally, after completing their review, they were in a position to make findings and certifications without any regard for political context or concern.

By routing the complaint review process through SAB—a body of scientists—we were able to ensure that the public and both sides of the criminal justice system not only received important information, but were afforded the opportunity directly to question SAB, DFS leadership, and FEU management on the complaint, review, and response at our July 31, 2020, October 16, 2020, and January 15, 2021 public meetings. Finally, this public forum provided—on January 15, 2021, the opportunity to make a final solicitation of concerns before closing the matter.

67. How does the agency partner with local schools and universities to create a pipeline for students to enter into the field and work at DFS?

The DFS Internship Program welcomes interns from a variety of programs, including Forensic Science, Public Health, Law, Information Technology, Social Sciences, Business and Economics. The internship program provides working experience to high school, undergraduate, and graduate students interested in the various fields of work at DFS.

FY 20/21 Latent Fingerprints Unit (LFU)		
OUTREACH TYPE	ACTIVITY	DESCRIPTION
DISTRICT/LOCAL	Girl Scout Virtual Outreach Q&A session	Presentation and Q&A session.
DISTRICT/LOCAL	Coolidge HS Public Safety Academy	In-Person classroom teaching and Interactive discussion about the discipline.
DISTRICT/LOCAL	Virtual S.T.E.M. in the community (partnered with Excel Academy)	Participated in a hands-on, interactive experiments and presentation.
ORGANIZATION	Washington College of Law	LFU presented on latent prints and AFIS to AU Law Students.
STUDENTS	American University	LFU presented on latent prints and AFIS to AU Law Students.
STUDENTS	International High School Virtual Outreach Event	Participated in a hands-on, interactive experiments.
STUDENTS	Men in S.T.E.M. Women's Edition	Participated in a hands-on, interactive experiments
STUDENTS	Trinity University	Provided in-person and virtual classroom instructions on the basics of Firearms Examination and Pattern Sciences for college students.
STUDENTS	Syracuse University UFSSA Forensic Science Career Panel	Participated Q & A panel

FY 20/21 Forensic Biology Unit (FBU)		
OUTREACH TYPE	ACTIVITY	DESCRIPTION
STUDENTS	Eastern High School	Participated in a hands-on, interactive experiments
STUDENTS	Men in S.T.E.M. Women's Edition	Serology and DNA night! Participated in a hands-on, interactive experiments

DISTRICT/LOCAL	6D Holiday Outreach event	FBU and MPD coordinate “Toy Run” for local residents.
STUDNETS	Washington Jesuit Academy	Participated in a hands-on, interactive experiments
STUDENTS	American University	FBU presented on Forensic Biology and CODIS to AU Law Students
STUDENTS	New England College Tour	Provided a guided window tour of FBU and answered questions regarding the field of forensic biology

FY 20/21 Firearms Examination Unit (FEU)		
OUTREACH TYPE	ACTIVITY	DESCRIPTION
STUDENTS	Men in S.T.E.M.	FEU Members stayed after their regular tour of duty on designated weeks, to mentor and teach young DC men and women about the basics of Firearms Examination.
STUDENTS	Trinity University	FEU Members provided in-person and virtual classroom instructions on the basics of Firearms Examination and Pattern Sciences for college students.
STUDENTS	Columbia Heights Education Campus	In-Person classroom teaching and Interactive discussion about the discipline of Firearms and Firearms Related Evidence
STUDENTS	American University College of Law	In-Person classroom teaching and Interactive discussion about the discipline of Firearms and Firearms Related Evidence
STUDENTS	New England College Tour	Tour of the FEU and types of services provided to customers, in addition to opportunities for internships and jobs

STUDENTS	DC Foundation/Anacostia High School	Presentation of FEU services and Q&A questions
STUDENTS	Excel Academy	Presentation of FEU services and Q&A questions
DC CITIZENS	Local News Interviews	FEU provided several news interviews for local media outlets about the basics of Ghost Guns and the FEU Ghost Gun statistics.

FY 20/21 Crime Scene Sciences Unit (CSSU)		
OUTREACH TYPE	ACTIVITY	DESCRIPTION
DISTRICT/LOCAL	Coolidge HS Public Safety Academy	In-Person classroom teaching and Interactive discussion about the discipline.
STUDENTS	International High School Virtual Outreach Event	Participated in a hands-on, interactive experiments.
STUDENTS	New England College Tour	Tour of the CSSD and types of services provided to customers, in addition to opportunities for internships and jobs

FY 20/21 Digital Evidence Unit (DEU)		
OUTREACH TYPE	ACTIVITY	DESCRIPTION
STUDENTS	DC Foundation/Anacostia High School	Presentation of DEU services and Q&A questions
STUDENTS	New England College Tour	Tour of the DEU and types of services provided to customers, in addition to opportunities for internships and jobs
STUDENTS	International High School Virtual Outreach Event	Participated in a hands-on, interactive experiments.

FY 20/21 Public Health Lab (PHL)		
OUTREACH TYPE	ACTIVITY	DESCRIPTION
STUDENTS	Friendship Chamberlin charter School STEAM fair	Served as judges at school science fair.

STUDENTS	Syracuse University UFSSA Forensic Science Career Panel	Participated Q & A panel
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68. This performance oversight season, the Committee, in collaboration with the Comprehensive Homicide Elimination Strategy Task Force, is requesting that most agencies under its jurisdiction respond to several standard questions to inform the Task Force’s work. Some may not be directly applicable to your agency’s mission, but please think critically and broadly about your mission and operations when responding:

a. Please describe three initiatives, programs, or projects currently underway within your agency directed at preventing homicide in the District. (Note: If you currently do not have any initiatives, programs, or projects currently underway directed at homicide prevention, please describe three ways in which your agency could play a role in reducing homicides in the District.)

- DFS Strategic Initiative 7 District (Ward 8) – The Department of Forensic Sciences Firearms Examination Unit (FEU) has worked in strategic partnership with The Bureau of Justice Assistance, The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), The U.S Attorney’s Office and the Metropolitan Police Department on the Crime Gun Intelligence Center (CGIC) Sixth District initiative. This initiative was created to support multidisciplinary teams to identify perpetrators, connect criminal activity, determine sources of crime guns for immediate disruption, investigation, and prosecution within specific high crime areas of the Sixth District. In addition, the interagency collaboration was focused on the immediate collection, management, and analysis of crime gun evidence to help prevent future violence in these specified areas.
- DFS Strategic Initiative 7 District (Ward 8) expansion – Crime Gun Intelligence Center (CGIC) 7 District (Ward 8) initiative will broaden in scope to include the 6 District (Ward 7).

The Firearms Examination Unit (FEU) will prioritize all fired cartridge cases collected and will upload selected items into the National Integrated Ballistic Information Network (NIBIN). Searches are conducted with the NIBIN to provide possible leads in shooting investigations in the District. The database contains information from solved and unsolved cases involving firearms.

The Department of Forensic Sciences (DFS) will work with Metropolitan Police Department (MPD) to collect all fired cartridge cases to ensure the timely submission of all firearm related evidence.

- New DC Gun-law: Identification of new trends and the writing of Ghost Gun District of Columbia Legislation:
The DFS is working closely with law enforcement agencies and government agencies to propose new legislation to prohibit kits used to make and assemble firearms without

serial numbers. Because ghost guns have no serial numbers, investigators lack the ability to trace them through owners and back to the manufacturer. The FEU saw a 198% increase over FY19 with 251 submissions in FY2020; 90% of submissions in FY2020 were handguns. The DFS assisted with drafting and revising technical language and definitions to DFS General Counsel and the DC Mayor on proposed new ghost gun legislation.

DC Office of the Attorney General (OAG) in support of District of Columbia v. Polymer80, DFS staff consults with the trial team, providing deep statistical analysis of ghost gun trends, and identifying a volume of recent cases where District visitors and residents were the victims of ghost gun violence. The FEU has also delivered presentations on ghost gun information to the D.C Deputy Mayor, The MPD Chief of Police, ATF, and the DC Attorney General.

- Men in S.T.E.M - In FY20, DFS scaled the Men in S.T.E.M. (Science, Technology, Engineering, and Math) mentorship and intervention program to an all-inclusive virtual format. Now entitled, S.T.E.M. in the Community, the program focused on sublimation through group and peer to peer mentoring for young men and women in the District who are considered at risk. The program, led by several African American scientist, introduces young adults to the various fields in science, from forensic chemistry and biology, to work in digital evidence and firearms. S.T.E.M. in the Community offered virtual cohorts to more than 150 court-adjudicated youth. The anchored partners are: Family Court Social Services Division and the Department of Youth Rehabilitation Services (DYRS).
- b. Please describe the resources currently allocated to these initiatives, program, or projects, and describe what additional resources you would need to improve the efficacy or scale of these efforts. (Note: If you currently do not have any initiatives, programs, or projects currently underway directed at homicide prevention, please describe the resources you would need to implement the ideas detailed in response to subsection.**

Currently FEU has two (2) NIBIN Contractors. One contractor to perform the triage/preliminary examination on submitted cartridge cases and the other contractor enters the eligible cartridge case(s) into the NIBIN system.

- c. Please describe how your agency is working collaboratively with other District agencies toward the goal of reducing homicides. Please also describe how your agency is engaging non-governmental organizations and the community at large on the issue of homicide prevention. (Note: If you currently do not have any initiatives, programs, or projects currently underway directed at homicide prevention, please describe with whom you would collaborate and how you would engage the community in order to**

implement the ideas detailed in response to subsection (a))

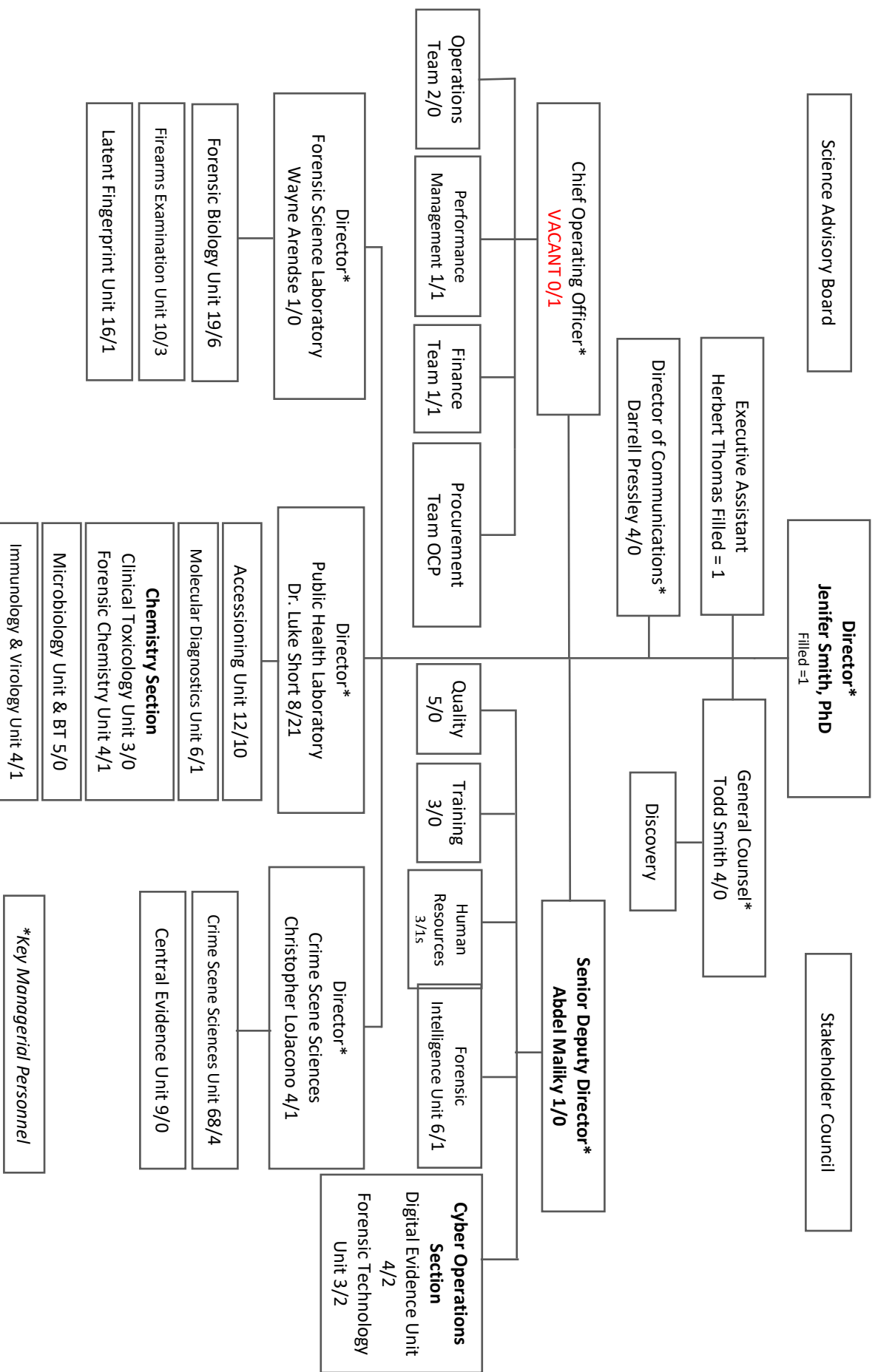
- DFS Strategic Initiative – Crime Gun Intelligence Center (CGIC) 7 District (Ward 8) initiative will broaden in scope to include the 6 District (Ward 7). MPD is responding to Sounds of Gunshots to collect and process cartridge cases and potentially link shootings to include homicides.
 - Active participant in GunStats Initiative – The purpose is to identify offenders and reduce violent gun crime. DFS routinely presents to our stakeholders regarding ongoing trends and patterns. More specifically, DFS provides data on linked cases to assist in the apprehension of violent offenders and closure of cases.
 - Working with Criminal Justice Coordinating Council (CJCC) on Justice Statistical Analysis tool (JSTAT) – DFS provides relevant KPI data to ensure our stakeholders are informed of DFS productivity and turnaround times, which is critical to the criminal justice system.
 - DFS Interagency meeting – DFS has monthly meetings with MPD, OAG, USAO and stakeholders to discuss high priority cases and ensure the most efficient processing of evidence pertaining to those cases.
 - Strategic Forensic Science Leads to Better Results – DFS is working directly with MPD to educate stakeholders on submitting requests for testing and evidence collection and processing to ensure the most probative items are being submitted for forensic testing, to include homicide cases.
 - MPD Investigators at the Academy – DFS routinely provides training to detectives on the types of forensic science services provided, how crime scenes are probative and what evidence is most probative for testing.
 - DFS collaborates with the National Capital Region Threat Intelligence Consortium (NTIC) – To prepare and disseminate intelligence bulletins to stakeholders. Recent topics included Ghost guns and 3D printed firearms some of which are used in homicides.
 - DFS partnership – DFS has maintained a strong partnership with ATF and CGIC. This partnership includes several conference calls and site visits to exchange ideas and new ways to assist with the reduction of gun crime within the District of Columbia.
- d. Please describe how you currently measure (or would measure) the efficacy of the aforementioned initiatives, programs, or projects. Additionally, if three metrics related to homicide prevention were added to your Key Performance Indicators**

(“KPIs”), what should those metrics be?

- National Integrated Ballistic Identification Network (NIBIN) KPI – 80% of cartridge cases entered within 2 business days or less.
- NIBIN Workload measure – Captures the number of NIBIN Leads generated from all cartridge cases collected from shootings in the District.

Proposed metrics:

- i. Evidence Processing (EP) KPI – 100% of firearms associated with homicides processed in 2 business days or less. Prioritizing the testing of firearms may lead to connecting the firearm to other homicides or shootings which will advance investigations and/or prevent other homicides.
- ii. Prioritizing NIBIN submissions from 6 and 7 Districts KPI – Tracking the number of NIBIN Leads from 6 and 7 Districts to evaluate priority submissions and illustrate the efficacy of the initiative. This information can then be used to determine whether this model should be expanded to other areas of the District.
- iii. NIBIN Lead associated with homicides KPI – Tracking the number of NIBIN leads associated with homicides. Mapping shootings may yield valuable intelligence to law enforcement to resolve and prevent homicides.



**Key Managerial Personnel*

#/# = filled/vacant roles

ATTACHMENT A

1. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision. Include the names and titles of all senior personnel, and note the date that the information was collected on the chart.
 - a. Please provide an explanation of the roles and responsibilities of each division and subdivision.
 - b. Please provide a narrative explanation of any changes to the organizational chart made during the previous year.

The Department of Forensic Sciences Roles and Responsibilities for each division and subdivision are as follows:

Directorate Operations & Agency Management

SUMMARY OF SERVICES

Directorate Operations and Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting. This division also contains the following activities that support the entire agency:

- Quality – ensures that DFS produces products that are fit for stakeholders’ purposes and that fitness is maintained or improved; maintains ISO 17025 accreditation for the agency, maintains Clinical Laboratory Improvement Act (CLIA) certification, as well as, compliance with applicable federal regulations such as the Division of Select Agents and Toxins (DSAT).
- Training & Development – provides training curriculum to DFS employees to ensure professional development, maintaining skill sets, meets standards of excellence, and high quality, accurate, and reliable services;
- Human Resources- the Human Resources directorate works with the DFS team, employees, supervisors and managers and the DFS Leadership Team in supporting the end to end employment continuum. From the initiation of the recruiting process until the time a person leaves the agency the HR team is ready and capable of supporting all HR requests.
- Forensic Intelligence Unit (FIU) - provides analysis of forensic data to link together crime scenes and evidence; as well collating and analyzing information from numerous DFS units that is ultimately reported as forensic intelligence to enhance public safety. The FIU team now routinely collaborates with the NTIC to issue intelligence products such as Officer Awareness Bulletins on many critical issues.
- Cyber Operations Section:
 - Digital Evidence (DEU) - provides DFS state of the art support to combat cybercrime along with technological support for forensic services and help provide the District of Columbia with cyber resources in the fight against cybercrimes.
 - Information Technology – provides agency-wide support on information technology systems and to enhance DFS services through the most appropriate technology available.

ATTACHMENT A

Forensic Sciences Laboratory Division

SUMMARY OF SERVICES

The Forensic Science Laboratory (FSL) Division provides independent scientific examinations and analysis to stakeholders submitting physical evidence in criminal cases, providing these services to District governmental agencies and neighboring Federal agencies. The FSL currently provides examinations for biological samples (DNA and fingerprinting), chemical and materials samples (coatings, glass, textiles, composites), and physical samples (firearms and digital evidence). The FSL works with public attorneys—prosecution and defense—as well as the courts and allied criminal justice agencies to serve and improve scientific information for public safety. This division contains the following activities:

- Forensic Biology Unit (FBU) – provides analysis of blood and other tissue samples for identification.
- Latent Fingerprint Unit (LFU) – provides latent fingerprint analysis for the identification, exclusion or elimination of known persons.
- Firearms Examination Unit (FEU) – provides analysis of firearms and ammunition

Public Health Laboratory Division

SUMMARY OF SERVICES

The Public Health Laboratory (PHL) Division provides testing of biological and chemical samples that relate to public health and safety, such as infectious diseases, hazardous chemicals, or biological contamination, up to and including bio- or chemical terrorist attacks. The PHL routinely liaises with the Centers for Disease Control and the Association of Public Health Laboratories, representing the national capital region as the laboratory of record. This division provides the following activities:

- Microbiology Unit – provides analyses of microbial pathogens that are infectious to people, such as diseases or food-borne illnesses.
- Molecular Diagnostic Unit – provides the analysis of DNA to identify infectious organisms or biological threats (bio-terrorism).
- Virology/Immunology Unit – tests for outbreaks of virus-based diseases, like West Nile and influenza.
- Accessioning Unit – Sample acceptance, accounting, and transfer.
- Forensic Chemistry Unit – provides analyses for the presence of illegal substances.
- Clinical Toxicology Unit- provides chemical and toxicological testing of environmental samples and clinical specimens for the presence of chemical biomarkers, toxicants, and metabolites. The CTU is divided under two main programs: (1) The Laboratory Response Network for Chemistry (LRN-C) Program, responsible for maintaining the District's capability to provide testing for exposure to toxic industrial chemicals (TIC) and chemical warfare agents, as a participating member of the national Centers for Disease Control and Prevention (CDC) LRN-C Program, and (2) the Clinical Drug Monitoring (CDM) Program, responsible for providing clinical and surveillance testing of specimens for the presence of metabolites of controlled substances and emerging novel psychoactive substances.

ATTACHMENT A

Crime Scene Sciences Division

SUMMARY OF SERVICES

The Crime Scene Sciences (CSS) Division consists of highly trained civilian scientists that will assume responsibilities for crime scene response and evidence handling and processing from the Metropolitan Police Department (MPD). The goal is to provide additional science at the scene, to generate forensic intelligence—backed by science—early in the investigation, and to process and track evidence for immediate and future analysis. Transition of responsibilities from MPD and staffing this Division is on-going and dependent upon appropriate funding. This Division includes the following activities:

- Crime Scene Sciences Unit (CSSU)
- Central Evidence Unit (CEU)

VACANCY STATUS		LOCAL		FEDERAL		PRIVATE		INTRA-DISTRICT		TOTAL	
Filled		185.0		4.0		5.0		17.0		211.0	
Vacant		3.0		1.0		0.0		29.0		60.0	
Total		215.0		5.0		5.0		46.0		271.0	

Agency	Fund Code	Activity	Activity Title	Posn Nbr	Name	Title	Grade	Step	Salary	Fringe - 20.71%	DPS Hire Date	Vac Status (Filled, Vacant)	FTE x Dist %	Continuing/ Term /Temp	Filled By Law V/N
RRO	0100	100F	AFD	00087612	Antony,Joseph	BUDGET ANALYST	12	8	100,219	30,586	01/06/20	Filled	1.0	Continuing	N
RRO	0100	100F	AFD	00090760	AGENCY FISCAL OFFICER		14	7	133,664	41,902	09/03/19	Vacant	1.0	Continuing	N
RRO	0100	1010	PERSONNEL	00013956	Petrins,James	Human Resources Manager	14	5	150,979	46,653	01/27/13	Filled	1.0	Continuing	N
RRO	0100	1010	PERSONNEL	00077977	Butler,Chia	Human Resources Specialist	12	5	85,570	26,441	03/07/16	Filled	1.0	Continuing	N
RRO	0100	1015	TRAINING	00082808	Milligan,Stephen	Quality Assurance Specialist	13	2	90,514	27,669	07/25/16	Filled	1.0	Continuing	N
RRO	0100	1015	TRAINING	00082589	Jackson,Lawonia	STAFF ASSISTANT	9	10	65,747	20,316	07/25/16	Filled	1.0	Continuing	N
RRO	0100	1015	TRAINING	00087414	Johnson,Nitha C.	Supply Instruct. Systems Spec.	14	0	126,072	38,956	10/10/12	Filled	1.0	Continuing	N
RRO	0100	1040	INFORMATION TECHNOLOGY	00082609	Sabikou,Umair	INFO TECH SPEC NETWORK	13	5	98,947	20,492	01/09/17	Filled	1.0	Continuing	N
RRO	0100	1040	INFORMATION TECHNOLOGY	00090684	Alexander III,Harry L.	INFO TECH SPECIALIST	13	5	98,947	20,492	06/24/19	Filled	1.0	Continuing	N
RRO	0100	1040	INFORMATION TECHNOLOGY	00082812	Woodard Jr.,Stephen R.	INFO. TECH. SPECIALIST	11	3	65,475	13,660	05/16/18	Filled	1.0	Continuing	N
RRO	0100	1040	INFORMATION TECHNOLOGY	00022990	Johnson, Renee Gordon	Information Technology/Special	12	10	97,375	20,566	10/01/12	Filled	1.0	Continuing	N
RRO	0100	1040	INFORMATION TECHNOLOGY	00087672		IT Specialist/System Analyst	13	1	87,703	18,463		Vacant	1.0	Continuing	N
RRO	0100	1040	INFORMATION TECHNOLOGY	00077629		Supervisory IT Specialist	9	0	51,059	10,574		Vacant	1.0	Continuing	N
RRO	0100	1060	LEGAL	00082158	Shannon,Tiffani	Attorney Advisor	13	1	102,712	0	12/07/20	Vacant	1.0	Continuing	N
RRO	0100	1060	LEGAL	00088246	Stempe,Andrea D.	Attorney Advisor	11	2	78,462	21,272	01/08/18	Filled	1.0	Continuing	N
RRO	0100	1060	LEGAL	00082826	Henderson,Alegra	Forensic Scientist (Digital Ev	9	2	52,691	10,812	04/29/19	Filled	1.0	Continuing	N
RRO	0100	1060	LEGAL	00085448	Smith,Todd Christopher	General Counsel	2	0	140,000	28,994	09/12/17	Filled	1.0	Continuing	N
RRO	0100	1060	LEGAL	00083810	Hall,Shannon P.	Paralegal Specialist	12	2	78,487	16,255	12/11/16	Filled	1.0	Continuing	N
RRO	0100	1080	COMMUNICATIONS	00077802	Dixon,Dwayne N.	Contract Outreach Specialist	12	8	92,653	19,188	08/19/18	Filled	1.0	Continuing	N
RRO	0100	1080	COMMUNICATIONS	00077631	Peterson,James S.	Director of Communications	15	0	164,713	34,112	06/23/19	Filled	1.0	Continuing	N
RRO	0100	1080	COMMUNICATIONS	00084813	Jordan,Nicholas	Public Information Officer	14	2	106,973	22,155	10/28/18	Filled	1.0	Continuing	N
RRO	0100	1080	COMMUNICATIONS	00082816	Harrison,Terrance Loretta	STAFF ASSISTANT	9	6	59,219	12,664	07/20/15	Filled	1.0	Continuing	N
RRO	0100	1090	PERFORMANCE MANAGEMENT	00045654	Smith,Anferi Ann Lindsey	Deputy Assistant	ES	0	240,186	49,743	07/20/15	Filled	1.0	Term	N
RRO	0100	1090	PERFORMANCE MANAGEMENT	00077071	Thomas,Hebert B.	Director of Forensic Sciences	13	8	110,191	22,621	10/01/12	Filled	1.0	Continuing	N
RRO	0100	1090	PERFORMANCE MANAGEMENT	00082830	Hodge,Nichelle R.	Human Resources Specialist	13	10	113,002	23,605	02/04/21	Filled	1.0	Continuing	N
RRO	0100	1090	PERFORMANCE MANAGEMENT	00091537	Hodge,Dana M.	Instructional Systems Speciali	13	4	96,136	19,910	05/06/13	Filled	1.0	Continuing	N
RRO	0100	1090	PERFORMANCE MANAGEMENT	00017076	Arends,Wayne E.	Laboratory Director	15	0	155,000	32,101	02/05/18	Filled	1.0	Continuing	N
RRO	0100	1090	PERFORMANCE MANAGEMENT	00018720	Halle,Martha N.	Management and Program Analyst	12	2	78,487	16,255	04/28/19	Filled	1.0	Continuing	N
RRO	0100	1090	PERFORMANCE MANAGEMENT	00087617	BURKE,Curtis	Management and Program Analyst	11	7	73,383	15,198	11/30/15	Filled	1.0	Continuing	N
RRO	0100	1090	PERFORMANCE MANAGEMENT	00029319	McMillen,Patrick R.	Operations Program Manager	13	0	103,154	21,483	05/06/13	Filled	1.0	Continuing	N
RRO	0100	1090	PERFORMANCE MANAGEMENT	00040682	Fredo,Melvin	Quality Assurance Specialist	13	10	113,002	23,605	10/10/12	Filled	1.0	Continuing	N
RRO	0100	1090	PERFORMANCE MANAGEMENT	00016410	Akerman,Brian S	Quality Assurance Specialist	13	7	104,569	21,656	07/01/17	Filled	1.0	Continuing	N
RRO	0100	1090	PERFORMANCE MANAGEMENT	00082838	Bush,Jeffrey M.	Quality Assurance Specialist	13	6	101,798	21,472	05/20/15	Filled	1.0	Continuing	N
RRO	0100	1090	PERFORMANCE MANAGEMENT	00047072	Malley,Abbie G	Senior Deputy Director	9	0	164,712	34,112	04/20/15	Filled	1.0	Continuing	N
RRO	0100	1090	PERFORMANCE MANAGEMENT	00077072	Watkins,Sr.,Lyndon R	Supervisory Quality Assurance	14	0	107,843	22,344	02/16/20	Filled	1.0	Continuing	N
RRO	0100	1090	PERFORMANCE MANAGEMENT	00077075		Chief Operating Officer	12	0	159,396	33,011		Vacant	1.0	Continuing	N
RRO	0100	1090	PERFORMANCE MANAGEMENT	00032561		Management and Program Analyst	15	0	143,646	15,766		Vacant	1.0	Continuing	N
RRO	0100	2010	ADMINISTRATIVE AND SUPPORT SERVICES	00016805	Fleming,Jessica V	Laboratory Director	13	10	60,019	29,746	10/01/12	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00091356	Fried,Jonathan	Firearm Examiner/Superviso	13	0	102,801	12,450	03/23/15	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00077633	Hasbarger,Laurie C.	Forensic Evidence Analyst	12	7	97,668	20,277	08/25/14	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00077638	Palmer,Caryn L.	Forensic Evidence Analyst	12	5	92,554	19,168	07/28/14	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00076752	Perkins,Lashon	Forensic Evidence Analyst	12	4	89,997	18,638	08/21/17	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00082871	Mastrovito,Christine D.	Forensic Intelligence Analyst	13	7	104,569	21,656	10/01/12	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00029188	Guttsion,Shirone	Forensic Intelligence Analyst	13	5	96,947	20,492	08/19/19	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00090975	Lawrence,Kimberly C	Forensic Intelligence Analyst	13	4	98,947	19,910	02/19/19	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00091380	Cramer,Brend S.	Forensic Intelligence Manager	14	0	164,315	30,402	06/21/20	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00083091	Ruiz-Reyes,Jaelaine	Forensic Science Technician	9	6	64,050	13,265	07/27/14	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00044018	Brittngan,Kim B	Forensic Science Technician	9	4	60,522	12,344	10/02/17	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00083072	Coppers,Shelly C.	Forensic Science Technician	9	4	60,522	12,344	11/13/17	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00015994	Coppes,Alicson M	Forensic Science Technician	9	3	58,758	12,169	08/20/18	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00083926	Bist,Vaibhav	Forensic Scientist (Crime Sen	12	2	84,883	17,679	03/29/18	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00083447	Kusumba,Muhajir,Ahli	Forensic Scientist (Digital Ev	11	4	83,409	17,333	04/07/14	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00086615	Graves,Gloria V	Forensic Scientist (Fingerprint	13	5	89,429	14,379	02/23/15	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00023420	Glover,Diane Downing	Forensic Scientist (Fingerprint	13	9	118,165	24,683	10/01/12	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00016013	Senebango,Rothin D	Forensic Scientist (Fingerprint	13	8	118,165	24,683	10/01/12	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00051500	Lewis,Lisa R.	Forensic Scientist (Fingerprint	13	8	118,165	24,683	10/01/12	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00013474	Peters,Christina	Forensic Scientist (Fingerprint	13	7	113,104	24,654	10/01/12	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00012472	Wilkerson,Cynthia A	Forensic Scientist (Fingerprint	13	5	107,022	22,644	11/02/15	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00010968	Wilkerson,Cynthia A	Forensic Scientist (Fingerprint	13	4	103,981	22,644	10/01/12	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00023848	Rountree,Angelic	Forensic Scientist (Fingerprint	13	3	100,940	20,905	10/01/12	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00010973	Talley,Teri	Forensic Scientist (Fingerprint	9	6	64,050	13,265	12/12/16	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00016506	Brown-Holliday,Xandra	Forensic Scientist (Fingerprint	9	6	64,050	13,265	06/02/14	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00083903	Bucumane,Elizabeth A	Forensic Scientist (Fingerprint	13	3	100,940	12,169	04/30/18	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00083904	Rachael Ashby,E	Forensic Scientist (Fingerprint	13	3	100,940	12,169	01/12/15	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00083905	Elde,Cody Joseph	Forensic Scientist (Fingerprint	13	3	100,940	12,169	11/03/14	Filled	1.0	Continuing	N
RRO	0100	2020	FORENSIC BIOLOGY UNIT	00083905	Elde,Cody Joseph	Forensic Scientist (Fingerprint	13	3	100,940	12,169	11/17/14	Filled	1.0	Continuing	N

VACANCY STATUS		LOCAL		FEDERAL		PRIVATE		INTRA-DISTRICT		TOTAL
Filled		185.0		4.0		5.0		17.0		211.0
Vacant		30.0		1.0		0.0		29.0		60.0
Total		215.0		5.0		5.0		46.0		271.0

Agency	Fund Code	Activity	Activity Title	Person Nbr	Name	Title	Grade	Step	Salary	Fringe - 20.71%	DPS Hire Date	Number of Years Hired	Vac Status (Filled, Vacant)	FTE x Dist %	Continuing/ Term /Temp	Filled By Law Y/N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00077624	McCraw, Richard	Forensic Scientist (Firearms & Firearms)	9	10	71,106	14,726	08/22/16	6yrs,2mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00091358	Washington, Julia S	Forensic Scientist (Firearms & Firearms)	11	2	68,680	14,424	12/01/14	6yrs,2mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00091359	Gilliam, Maria M	Forensic Scientist (Firearms & Firearms)	9	5	62,286	12,899	08/21/17	3yrs,6mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00088264	Beckham, Phylon Phillips	Forensic Scientist (Firearms & Firearms)	9	4	60,522	12,534	08/19/19	4yrs,6mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00088269	Hickey, Stephanie A	Forensic Scientist (II)	12	3	87,440	18,409	08/22/16	4yrs,6mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00031425	Williams, Jessica L	Forensic Scientist III (DNA Ex	13	10	122,227	25,313	10/01/12	14yrs,6mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00032425	Williams, Condee M	Forensic Scientist III (DNA Ex	13	8	116,145	24,054	04/20/15	15yrs,10mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00029182	Himrod, Jennifer L	Forensic Scientist III (DNA Ex	13	6	110,063	22,294	04/20/15	15yrs,10mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00031425	Himrod, Jennifer L	Forensic Scientist III (DNA Ex	13	5	107,022	22,164	09/23/13	17yrs,5mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00082817	Curran, Daniel Sterling	Forensic Scientist III (DNA Ex	13	4	109,940	21,534	06/02/14	6yrs,8mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00084320	Hope, Wendy	Forensic Scientist III (DNA Ex	13	3	100,940	20,905	08/22/16	4yrs,6mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00004390	Green, Wendy	Forensic Scientist III (DNA Ex	13	2	97,899	20,275	02/22/16	5yrs,0mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00042612	Hopkinson, Kristyana H	Forensic Scientist Manager (I)	14	0	140,062	29,007	10/01/12	25yrs,11mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00005945	Poppe, Jonathan	Forensic Scientist Manager (I)	14	0	137,315	28,438	10/01/12	25yrs,11mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00013930	Beckham, Jessica Anne	Forensic Scientist Supervisor	14	0	137,315	31,668	07/11/16	4yrs,7mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00010870	Walsham, Tracy	Forensic Scientist Supervisor	14	0	150,979	31,668	05/26/20	0yrs,8mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00091355	Jaw, Clark	Forensic Scientist Technical L	14	8	126,897	26,280	12/12/16	4yrs,2mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00091354	Kethaner, Andrew	Forensic Scientist Technical L	14	7	123,577	25,593	09/23/13	3yrs,5mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00029190	Mills, Shana L	Lead Forensic Firearms Technician	14	6	120,257	24,905	09/23/13	3yrs,5mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00082807	Bailly, Janelle J	Lead Forensic Firearms Technician	14	6	76,130	15,767	10/01/12	30yrs,3mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00087829	Fudge, Kristen	Lead Forensic Scientist (ID&F)	14	4	116,817	23,530	01/08/18	0yrs,0mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00042613	McGowan, Laura A	Lead Forensic Scientist (ID&F)	14	8	128,897	26,280	10/01/12	13yrs,10mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00009995	Evans, Barbara J	Lead Forensic Scientist (Fringe	14	7	123,577	25,593	10/01/12	31yrs,4mths	Filled	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00028702	Forensic Science Technician (F	Forensic Science Technician (F	9	1	55,230	11,488			Vacant	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00091353	Forensic Scientist (Fingerprint	Forensic Scientist (Fingerprint	11	0	66,542	13,781			Vacant	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00042600	Forensic Scientist (Firearms &	Forensic Scientist (Firearms &	9	0	55,230	11,488			Vacant	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00083066	Forensic Scientist (Firearms &	Forensic Scientist (Firearms &	9	0	55,230	11,488			Vacant	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00097064	Forensic Scientist (Firearms &	Forensic Scientist (Firearms &	9	0	55,230	11,488			Vacant	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00011407	Forensic Scientist III (DNA Ex	Forensic Scientist III (DNA Ex	11	0	66,542	13,781			Vacant	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00032426	Forensic Scientist III (DNA Ex	Forensic Scientist III (DNA Ex	13	0	94,858	19,645			Vacant	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00090901	Forensic Scientist IV	Forensic Scientist IV	14	0	103,657	21,467			Vacant	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00092027	Forensic Scientist Technical L	Forensic Scientist Technical L	14	0	103,657	21,467			Vacant	1.0	Continuing	N
FRO	0100	3010	ADMINISTRATIVE AND SUPPORT SERVICES	00045829	Thompson, A	Quality Assurance Specialist	13	9	110,191	22,821	03/04/19	1yrs,11mths	Filled	1.0	Continuing	N
FRO	0100	3010	ADMINISTRATIVE AND SUPPORT SERVICES	00072889	Thompson, A	Quality Assurance Specialist	13	9	110,191	22,821			Filled	1.0	Continuing	N
FRO	0100	3010	ADMINISTRATIVE AND SUPPORT SERVICES	00046468	Hannon, Kimmy	Special Assistant	12	0	83,208	17,232	12/01/13	12yrs,3mths	Filled	1.0	Continuing	N
FRO	0100	3010	ADMINISTRATIVE AND SUPPORT SERVICES	00012406		Public Health Laboratory Direc	15	0	143,646	29,746			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00082818	Morris, Katherine	Supervisory Chemist	13	0	112,511	23,305			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00082818	Morris, Katherine	Supervisory Chemist	13	0	112,511	23,305			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00036632	Taylor, Glen E	Biological Science Laboratory	11	1	75,103	15,554	06/12/17	3yrs,8mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00007705	Jackson, Clint T	Chemist	12	6	95,111	19,697			Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00093432	Jackson, Clint T	Chemist	12	5	92,554	19,682	04/29/13	7yrs,9mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00093432	Jackson, Clint T	Chemist	12	4	89,987	18,588	02/02/13	7yrs,5mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00092133	Levin, Samantha M	Chemist	12	4	82,326	17,850	12/26/12	7yrs,5mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00093543	Levin, Samantha M	Chemist	11	5	75,084	15,552	09/28/20	0yrs,4mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00013978	Hall, Pauline	Chemist	14	0	159,979	31,668	09/05/17	3yrs,5mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00035581	Hall, Pauline	Forensic Scientist Supervisor	14	0	159,979	31,668	10/26/20	0yrs,3mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00035425	Harold, Susan	Forensic Scientist Supervisor	14	5	100,224	20,256	10/01/12	12yrs,11mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00039865	Blackwell, Reginaid G	Medical Technologist	12	5	100,224	20,256	10/01/12	14yrs,5mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00073332	Weeden, David N	Medical Technologist	12	5	100,224	20,256	10/01/12	14yrs,5mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00046885	Zelazny, Elizabeth	Medical Technologist	12	10	97,375	20,466	10/01/12	39yrs,1mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00077617	Neyens, Scott Van	Medical Technologist	12	3	95,110	19,697	06/12/17	3yrs,8mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00046344	Williams, Brandon A	Medical Technologist	12	4	89,986	18,588	07/02/20	0yrs,7mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00091728	Martin, Monica Fabinna	Medical Technologist	11	1	81,091	16,800	01/09/18	3yrs,7mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00092194	Martin, Monica Fabinna	Medical Technologist	11	3	79,371	16,438	08/31/20	0yrs,5mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00084282	Toshoff, Rachel	Medical Technologist	11	3	73,917	16,388	05/28/19	3yrs,8mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00029189	Jennings, Dale T Yre	Safety & Occup. Hlth. Manager	13	6	71,406	14,788	10/26/20	3yrs,3mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00035426	Geyer, Regina W	Safety & Occup. Hlth. Manager	13	0	96,500	19,985	10/26/20	3yrs,3mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00035582	Short, Luke C	Safety and Occupational Health	12	10	97,375	20,166	10/01/12	31yrs,3mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00077077	McCarrall, Matthew	Supervisory Chemist	14	0	150,979	31,668	01/07/13	3yrs,1mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00090914	Adair, Michael	Supervisory Health Systems Spe	13	0	102,801	21,250	12/14/15	5yrs,2mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00077634	Kneiblauch, Julia A	Supervisory Medical Technologi	13	0	96,500	19,985	03/02/20	0yrs,11mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00020554	Kneiblauch, Julia A	Supervisory Microbiologist	14	0	138,943	28,432	03/18/19	1yrs,11mths	Filled	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00090887		Chemist	11	0	66,542	13,781			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	000102404		Chemist	11	0	66,542	13,781			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00085449		Medical Technologist	11	0	75,103	15,554			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00082688		Supervisory Chemist (Forensic)	13	0	112,511	23,305			Vacant	1.0	Continuing	N
FRO	0100	4010	ADMINISTRATIVE AND SUPPORT SERVICES	00077633	Lozano, Christopher M	Supervisory Clinical Laborator	13	0	112,511	23,305			Vacant	1.0	Continuing	N
FRO	0100	4010	ADMINISTRATIVE AND SUPPORT SERVICES	00020533	North, Jeanne R	Director, Crime Scene Services	15	0	167,717	3						

VACANCY STATUS		LOCAL		FEDERAL		PRIVATE		INTRA-DISTRICT		TOTAL	
Filled	185.0			4.0		5.0		17.0		211.0	
Vacant	30.0			1.0		0.0		29.0		60.0	
Total	215.0			5.0		5.0		46.0		271.0	

Agency	Fund Code	Activity	Activity Title	Person Nbr	Name	Title	Grade	Step	Salary	Fringe - 20.71%	DPS Hire Date	Vac Status (Filled, Vacant, FROZ)	FTE x Dist %	Continuing/ Term /Temp	Filled by Law Y/N
FRO	0100	4010	ADMINISTRATIVE AND SUPPORT SERVICES	00026622		Forensic Science Technician I/C	9	0	55,230	11,438		Vacant	1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00087642	Park,Angella J	Biological Science Laboratory	9	1	62,287	12,900	02/16/21		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00045901	Whitington, Sheila	Central Evidence Specialist	11	6	77,232	15,995	10/06/13		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00047630	McDowry,LaToya	Central Evidence Specialist	11	4	72,956	15,109	12/13/15		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00087614	Butler,Phony M	Central Evidence Specialist	11	4	72,956	15,109	03/20/16		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00087922	Younger,Natasha J	Central Evidence Specialist	11	4	72,956	15,109	03/20/16		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00087923	Everett,Kimberly M	Central Evidence Specialist	11	2	68,680	14,224	10/06/13		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00088263	Terra,Melissa	Central Evidence Specialist	9	5	62,286	12,899	10/17/16		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	0007210	petrus,Natasha D	Central Evidence Unit Support	13	0	109,377	22,652	10/06/13		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00074027	Fisher-Robison,Wynnda A	Central Evidence Unit Support	13	0	109,377	22,652	07/22/18		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00088268	Schmunkley J, Edward L	Crim Scene Analyst	13	5	107,022	22,464	09/06/16		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00019070	Schmunkley J, Edward L	Crim Scene Analyst	12	5	92,554	19,468	01/30/20		1.0	Temp	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00083971	McKee,Adrian K	Crim Scene Analyst	12	5	92,554	19,468	03/30/20		1.0	Temp	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00087924	McKee,Doranne K	Crim Scene Analyst	12	5	92,554	19,468	01/22/19		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00088524	Carney,Dorel Lamar	Crim Scene Analyst	12	1	82,536	17,650	11/22/20		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00087051	Hinkle,Jamal	Crim Scene Analyst	9	6	64,050	13,655	02/03/19		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00087010	Wheeler-Rhorne,Melisa	Crim Scene Analyst	14	0	141,841	29,575	10/01/18		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00077613	Greenwall,Grant L	Crim Scene Sciences Supervisor	14	0	141,841	29,575	08/24/15		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00087626	Starnes,Joseph	Fleet and Logistics Manager	13	0	109,655	22,709	12/28/15		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00090688	Heard,Trevor	Fleet Services Coordinator	11	6	77,232	15,995	10/17/16		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00077626	St, Amanda,Sebastian Michael	Forensic Scientist (Crim Scene)	13	3	100,940	20,905	02/08/16		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00088264	Langford,Korrey J	Forensic Scientist (Crim Scene)	12	6	95,111	19,697	12/12/16		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00045908	Goodman,Nandani D	Forensic Scientist (Crim Scene)	12	5	92,554	19,468	06/25/14		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	0007620	Horro,Ryan S	Forensic Scientist (Crim Scene)	12	5	92,554	19,468	04/08/13		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	0007622	Mentore,Kayne	Forensic Scientist (Crim Scene)	12	5	92,554	19,468	09/09/13		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00077633	Roundtree,Stacy LeShea	Forensic Scientist (Crim Scene)	12	5	92,554	19,468	06/02/13		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00087645	Jeter,Kevin W	Forensic Scientist (Crim Scene)	12	5	92,554	19,468	02/22/19		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00088263	Williams,Jerrone A	Forensic Scientist (Crim Scene)	12	5	92,554	19,468	11/26/18		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00088264	Williams,Jerrone A	Forensic Scientist (Crim Scene)	12	5	92,554	19,468	01/07/07		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00088262	Harris,Laura	Forensic Scientist (Crim Scene)	12	5	92,554	19,468	06/13/16		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00090683	Jones,Tameisha	Forensic Scientist (Crim Scene)	12	5	92,554	19,468	02/06/17		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00090684	Cougle,GonNathaniel	Forensic Scientist (Crim Scene)	12	5	92,554	19,468	06/12/17		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00090685	Brooks,Tiffany	Forensic Scientist (Crim Scene)	12	5	92,554	19,468	03/20/17		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00090686	Narowski,Joy	Forensic Scientist (Crim Scene)	12	4	89,997	18,638	07/24/17		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	0001073	Tuller,John S	Forensic Scientist (Crim Scene)	12	4	89,997	18,638	02/05/18		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00077618	Bischof,Samantha D	Forensic Scientist (Crim Scene)	12	4	89,997	18,638	09/09/13		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00077628	Bleach,Carina K	Forensic Scientist (Crim Scene)	12	4	89,997	18,638	08/26/13		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00082613	Sylvester,Nanethia E	Forensic Scientist (Crim Scene)	12	4	89,997	18,638	10/06/13		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00082615	Jones,April	Forensic Scientist (Crim Scene)	12	4	89,997	18,638	03/07/16		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00088259	Daniels,Erin	Forensic Scientist (Crim Scene)	12	4	89,997	18,638	05/06/13		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00088261	Roberts,Melshia	Forensic Scientist (Crim Scene)	12	4	89,997	18,638	08/26/13		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00088265	Benner,Stephanie Frances	Forensic Scientist (Crim Scene)	12	4	89,997	18,638	09/23/13		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00090678	Vann,Danielle	Forensic Scientist (Crim Scene)	12	4	89,997	18,638	03/21/16		1.0	Temp	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00090680	Shawn,William J	Forensic Scientist (Crim Scene)	12	4	89,997	18,638	06/16/14		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00091976	Assawag,Raquel	Forensic Scientist (Crim Scene)	12	3	87,440	18,409	10/16/17		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00011046	Patterson,Previous R	Forensic Scientist (Crim Scene)	12	2	84,883	17,579	04/02/18		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00077621	Farrsworth,Rachel	Forensic Scientist (Crim Scene)	12	2	84,883	17,579	04/02/18		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00088248	lorio,Ashley	Forensic Scientist (Crim Scene)	12	2	84,883	17,579	03/07/16		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00088249	Hartsock,Elyssa	Forensic Scientist (Crim Scene)	12	2	84,883	17,579	01/11/16		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00088250	Schmidt,Gillian	Forensic Scientist (Crim Scene)	12	2	84,883	17,579	03/07/16		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00088251	Eliendy,Rebecca	Forensic Scientist (Crim Scene)	12	2	84,883	17,579	08/10/15		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00088252	Brookway,Barry	Forensic Scientist (Crim Scene)	12	2	84,883	17,579	03/07/16		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00088257	Petty,Erika	Forensic Scientist (Crim Scene)	12	2	84,883	17,579	03/07/16		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00090681	Yondura,Danielle	Forensic Scientist (Crim Scene)	12	2	84,883	17,579	08/10/15		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00090682	Reynolds,Jance	Forensic Scientist (Crim Scene)	12	2	84,883	17,579	12/12/16		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00090683	Geronson,Melissa	Forensic Scientist (Crim Scene)	12	2	84,883	17,579	12/12/16		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00090684	Manning,Victoria	Forensic Scientist (Crim Scene)	12	2	84,883	17,579	07/25/16		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00090685	Burns,Thomas	Forensic Scientist (Crim Scene)	12	2	84,883	17,579	03/07/16		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00090686	Smith,Rowena	Forensic Scientist (Crim Scene)	12	2	84,883	17,579	12/12/16		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00090688	Thompson,Jennifer M	Forensic Scientist (Crim Scene)	12	2	84,883	17,579	06/22/16		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00090689	Winters,Neghadi	Forensic Scientist (Crim Scene)	12	2	84,883	17,579	02/19/21		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00077632	Winters,Thina	Forensic Scientist (Crim Scene)	12	1	82,326	17,650	04/15/19		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00077632	Rebecca Ramez,Sergio	Forensic Scientist (Crim Scene)	9	2	56,594	11,885	05/31/16		1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00088506	Brewer,Mary	Forensic Scientist II	13	5	107,022	22,464			1.0	Continuing	N

VACANCY STATUS		LOCAL		FEDERAL		PRIVATE		INTRA-DISTRICT		TOTAL	
Filled	185.0			4.0		5.0		17.0		211.0	
Vacant	30.0			1.0		0.0		29.0		60.0	
Total	215.0			5.0		5.0		46.0		271.0	

Agency	Fund Code	Activity	Activity Title	Posn Nbr	Name	Title	Grade	Step	Salary	Fringe - 20.71%	DPS Hire Date	Number of Years Hired	Status (Filled, Vacant, FROzn)	FTE x Dist %	Continuing/ Term /Temp	Filled By Law Y/N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00083826	Hanson, Il Edward C	Forensic Scientist III	13	5	107,022	22,464	08/21/17	3yrs,6mth	Filled	1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00083827	Mendes, Amanda	Forensic Scientist III	13	5	107,022	22,464	09/19/16	4yrs,5mth	Filled	1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00083825	Everett, Shane	Forensic Scientist III	13	4	103,981	21,534	04/03/17	3yrs,10mth	Filled	1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00083826	Ryan, Deanna M	Forensic Scientist III	13	4	103,981	21,534	05/06/13	7yrs,9mth	Filled	1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00083827	Strong, Leanne M	Forensic Scientist III	13	4	103,981	21,534	03/19/18	2yrs,11mth	Filled	1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00077625	Hoon, Saira	Forensic Scientist Shift Super	13	0	105,885	21,929	06/13/16	4yrs,8mth	Filled	1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00083809	Alille, Jean C	Forensic Scientist Shift Super	13	0	102,801	21,290	10/03/16	4yrs,4mth	Filled	1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	000837613	Priest, Erin M	Forensic Scientist Shift Super	13	0	102,801	21,290	10/06/13	11yrs,9mth	Filled	1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	000837611	Holter, James R	Forensic Scientist Shift Super	13	0	100,637	20,842	08/06/18	2yrs,6mth	Filled	1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00083825		Forensic Intelligence Analyst	11	0	61,521	12,741			Vacant	1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00083825		Forensic Scientist Crime Scene	12	0	82,326	17,650			Vacant	1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00083826		Forensic Scientist Shift Super	13	0	112,531	23,205			Vacant	1.0	Continuing	N
FRO	0100	4020	EVIDENCE CONTROL CENTER	00083826		Staff Assistant	9	0	97,667	20,527	04/03/17	3yrs,10mth	Filled	1.0	Temp	N
FRO	0100	1040	INFORMATION TECHNOLOGY	00093802	Edwards, Denise	Medical Technologist	12	4	97,667	20,527	04/21/20	0yrs,5mth	Filled	1.0	Temp	N
FRO	0100	1040	INFORMATION TECHNOLOGY	00093802	Hamilton, Brittany	Medical Technologist	11	1	75,103	15,554	04/27/20	0yrs,5mth	Filled	1.0	Temp	N
FRO	0100	1040	INFORMATION TECHNOLOGY	00094732		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	1040	INFORMATION TECHNOLOGY	00024603		Medical Technologist	12	0	89,996	18,638			Vacant	1.0	Continuing	N
FRO	0100	1040	INFORMATION TECHNOLOGY	00096992		Medical Technologist	11	0	75,103	15,554			Vacant	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00097168	Bullock, Samuel C	Forensic Science Technician (F	9	2	56,994	11,803	05/28/19	3yrs,8mth	Filled	1.0	Temp	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00083735	Loebasso, Thomas J	Forensic Scientist (I)	12	5	92,554	19,168	08/05/19	3yrs,6mth	Filled	1.0	Temp	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00083735	Cisco, Samantha D	Forensic Scientist (II)	12	5	82,326	17,650	02/10/14	7yrs,10mth	Filled	1.0	Temp	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00083722	McNiel, Kamecia D	Forensic Scientist II	12	1	82,326	17,650	02/24/14	6yrs,11mth	Filled	1.0	Temp	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00084584		Staff Assistant	9	0	51,059	10,574			Vacant	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00102915		Staff Assistant	11	0	66,542	13,781			Vacant	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00102915		Chemist	11	0	55,230	11,488			Vacant	1.0	Continuing	N
FRO	0100	2020	FORENSIC BIOLOGY UNIT	00102917		Chemist	9	0	55,230	11,488			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102338	Hajjaji, Anai	Biological Science Laboratory	9	1	62,287	12,900	12/07/20	0yrs,2mth	Filled	1.0	Temp	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102339	Lupaca, Komena Sira	Biological Science Laboratory	9	1	62,287	12,900	12/07/20	0yrs,2mth	Filled	1.0	Temp	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102341	Ogola, Jilian	Biological Science Laboratory	9	1	62,287	12,900	01/04/21	0yrs,1mth	Filled	1.0	Temp	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102344	Brew, Alecia R	Health Technician	7	1	45,718	9,468	01/04/21	0yrs,1mth	Filled	1.0	Temp	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102344	Branscomb, Yarnin	Health Technician	7	1	45,718	9,468	12/07/20	0yrs,2mth	Filled	1.0	Temp	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346	Nash, Brenee	Management and Program Analyst	12	1	76,126	15,766	12/07/20	0yrs,2mth	Filled	1.0	Temp	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102324	Williams, Channyn	Medical Technologist	12	1	89,996	18,638	11/23/20	0yrs,3mth	Filled	1.0	Temp	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102326	Alta, Cletus	Medical Technologist	11	1	75,103	15,544	11/23/20	0yrs,3mth	Filled	1.0	Temp	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102328	Chaijino	Medical Technologist	11	1	75,103	15,544	11/23/20	0yrs,3mth	Filled	1.0	Temp	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102329	Havran, Isabel	Medical Technologist	11	1	75,103	15,544	12/07/20	0yrs,3mth	Filled	1.0	Temp	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102351	Burke, Yolanda E	Staff Assistant	9	1	51,059	10,574	11/09/20	0yrs,3mth	Filled	1.0	Temp	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102340		Biological Science Laboratory	11	0	75,103	15,544			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102299		Correctional Program Specialist	9	0	62,287	12,900			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102342		Health Technician	11	0	61,521	12,741			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Health Technician	7	0	45,718	9,468			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Information Technology Specialist	13	0	87,703	18,433			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102332		Information Technology Specialist	9	0	51,059	10,574			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102332		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102334		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12	0	76,126	15,766			Vacant	1.0	Continuing	N
FRO	0100	3020	BIOLOGICAL SCIENCE SERVICES	00102346		Laboratory & Epidemiology Coord	12									

VACANCY STATUS		LOCAL		FEDERAL		PRIVATE		INTRA-DISTRICT		TOTAL	
Filled			185.0	4.0	5.0	0.0	17.0			211.0	
Vacant			30.0	1.0	0.0	29.0				60.0	
Total			215.0	5.0	5.0	46.0				271.0	

Agency	Fund Code	Activity	Activity Title	Posn Nbr	Name	Title	Grade	Step	Salary	Fringe - 20.71%	DPS Hire Date	Number of Years Hired	Vac Status (Filled, Vacant, Frozen)	FTE x Dist %	Continuing/ Term /Temp	Filled By Law Y/N
FRO	8400	3020	BIOLOGICAL SCIENCE SERVICES	00100363	Kone, Mahan	Medical Technologist	9	1	62,287	12,900	05/26/20	0yrs, 8mth	Filled	1.0	Term	N
FRO	8400	3020	BIOLOGICAL SCIENCE SERVICES	00100364	Duncan, Rico	Medical Technologist	9	1	62,287	22,367	05/26/20	0yrs, 8mth	Filled	1.0	Continuing	N
FRO	8400	3020	BIOLOGICAL SCIENCE SERVICES	00100403	Beggs, Yolanda	Supervisory Medical Technologi	13	0	108,000	15,766	05/26/20		Vacant	1.0	Continuing	N
FRO	8400	3020	BIOLOGICAL SCIENCE SERVICES	00101823		Grants Management Specialist	12	0	76,126	15,554			Vacant	1.0	Continuing	N
FRO	8400	3020	BIOLOGICAL SCIENCE SERVICES	00100361		Medical Technologist	11	0	75,103	15,554			Vacant	1.0	Continuing	N
FRO	8400	3020	BIOLOGICAL SCIENCE SERVICES	00100362		Medical Technologist	11	0	62,287	12,900			Vacant	1.0	Continuing	N
FRO	8400	3020	BIOLOGICAL SCIENCE SERVICES	00100365		Medical Technologist	9	0	\$24,714.166	\$5,195.010			Vacant	275.0	Continuing	N

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/01/2019' AND '01/01/2021' AND Transaction Type <> 'Payment'

Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
CONYERS, SHELBY *****11132										
2945796857001	11/15/2019	11/15/2019	DMI* DELL HLTHCR/REL	ROUND ROCK	TX	5045	\$771.90	\$0.00	\$0.00	Purchase
2952429685001	11/22/2019	11/25/2019	INT*IN *SUPRETECH, INC	202-7267200	DC	7372	\$699.58	\$0.00	\$0.00	Purchase
2968192967001	12/18/2019	12/18/2019	VWR INTERNATIONAL	WAYNE	PA	5047	\$1,255.80	\$0.00	\$0.00	Purchase
2969991473001	12/19/2019	12/20/2019	SP * PRECISION FORENSI	9372717139	OH	5734	\$288.00	\$0.00	\$0.00	Purchase
2990951751001	01/24/2020	01/27/2020	SIGMA ALDRICH US	800-3253010	MO	5969	\$608.27	\$0.00	\$0.00	Purchase
2990951752001	01/24/2020	01/27/2020	ENV SERVICES INC	08008833681	PA	7399	\$262.96	\$0.00	\$0.00	Purchase
2990951753001	01/24/2020	01/27/2020	ENV SERVICES INC	08008833681	PA	7399	\$448.50	\$0.00	\$0.00	Purchase
2995090879001	01/30/2020	01/31/2020	TFS*FISHER SCI ATL	800-766-7000	GA	5047	\$1,281.55	\$0.00	\$0.00	Purchase
2995090880001	01/30/2020	01/31/2020	THE HAMILTON GROUP	2026894304	DC	5111	\$984.25	\$0.00	\$55.72	Purchase
2998443424001	02/04/2020	02/05/2020	CLARIVATE US SCIENCE	800-386-4476	PA	7399	\$249.95	\$0.00	\$0.00	Purchase
3013450045001	02/24/2020	02/25/2020	THE HAMILTON GROUP	2026894304	DC	5111	\$138.50	\$0.00	\$7.84	Purchase
3021634349001	03/05/2020	03/06/2020	IN *SUPRETECH, INC.	202-7267200	DC	7372	\$1,559.40	\$0.00	\$0.00	Purchase
3022826155001	03/08/2020	03/09/2020	PROMEGACORP.	800-356-9526	WI	5199	\$226.00	\$0.00	\$0.00	Purchase
3026218022001	03/12/2020	03/13/2020	THE HAMILTON GROUP	2026894304	DC	5111	\$112.50	\$0.00	\$6.37	Purchase
3026218023001	03/12/2020	03/13/2020	THE HAMILTON GROUP	2026894304	DC	5111	\$822.97	\$0.00	\$46.59	Purchase
3029293692001	03/19/2020	03/20/2020	THE HAMILTON GROUP	2026894304	DC	5111	\$207.07	\$0.00	\$11.72	Purchase
CONYERS, SHELBY *****11132 Sub-Total:							\$9,917.20	\$0.00	\$128.24	
GREENWALT, GRANT *****0582										
2957469015001	12/04/2019	12/04/2019	GIH*GLOBALINDUSTRIALE Q	800-645-2986	FL	5085	\$472.65	\$0.00	\$0.00	Purchase
2958489257001	12/05/2019	12/05/2019	GIH*GLOBALINDUSTRIALE Q	800-645-2986	FL	5085	\$20.17	\$0.00	\$0.00	Purchase
2962976716001	12/11/2019	12/11/2019	GIH*GLOBALINDUSTRIALE Q	800-645-2986	FL	5085	\$0.00	(\$472.65)	\$0.00	Purchase

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2962976717001	12/11/2019	12/11/2019	GIH*GLOBALINDUSTRIALE Q	800-645-2986	FL	5085	\$0.00	(\$20.17)	\$0.00	Purchase
296263047001	12/14/2019	12/16/2019	GIH*GLOBALINDUSTRIALE Q	800-645-2986	FL	5085	\$511.61	\$0.00	\$0.00	Purchase
3012276841001	02/21/2020	02/24/2020	COMPLETE BUILDING SERV	202-333-4977	DC	7349	\$2,266.00	\$0.00	\$0.00	Purchase
3025421053001	03/10/2020	03/12/2020	LASER ART INC	WASHINGTON	DC	5943	\$667.58	\$0.00	\$0.00	Purchase
3026218037001	03/13/2020	03/13/2020	ULINE	800-295-5510	WI	5964	\$444.06	\$0.00	\$25.14	Purchase
3034552606001	04/07/2020	04/07/2020	ULINE	800-295-5510	WI	5964	\$0.00	(\$444.06)	\$0.00	Purchase
3116156555001	10/14/2020	10/15/2020	THE HAMILTON GROUP	2026894304	DC	5111	\$314.50	\$0.00	\$17.80	Purchase
3123743222001	10/28/2020	10/29/2020	THE HAMILTON GROUP	2026894304	DC	5111	\$1,381.60	\$0.00	\$78.21	Purchase

GREENWALT, GRANT *****0582 Sub-Total:

11 Transaction(s)

(\$936.88)

\$6,078.17

\$121.15

HARMON, KIMARY *****2508

2916774726001	10/08/2019	10/09/2019	CROWN AWARDS INC	8002271557	NY	5941	\$159.23	\$0.00	\$0.00	Purchase
2916774727001	10/08/2019	10/09/2019	DUPONT COMPUTERS	WASHINGTON	DC	7392	\$0.00	(\$176.76)	\$0.00	Purchase
2916774728001	10/08/2019	10/09/2019	DUPONT COMPUTERS	WASHINGTON	DC	7392	\$1,219.00	\$0.00	\$0.00	Purchase
2920319426001	10/10/2019	10/14/2019	FEDEX	WASHINGTON	DC	7338	\$264.71	\$0.00	\$14.98	Purchase
2924062985001	10/16/2019	10/18/2019	CLINICAL AND LABORATOR	6106880100	PA	8699	\$1,500.00	\$0.00	\$0.00	Purchase
2929554306001	10/23/2019	10/25/2019	CLINICAL AND LABORATOR	6106880100	PA	8699	\$39.60	\$0.00	\$0.00	Purchase
2938423276001	11/05/2019	11/06/2019	SQU*SQ *WILSON DEPENDA	WASHINGTON	DC	8999	\$2,568.00	\$0.00	\$0.00	Purchase
2943740298001	11/12/2019	11/13/2019	DUPONT COMPUTERS	WASHINGTON	DC	7392	\$311.76	\$0.00	\$0.00	Purchase
2947077559001	11/15/2019	11/18/2019	WI STATE HYGIENE LAB	608-2246287	WI	9399	\$852.00	\$0.00	\$0.00	Purchase
2950193297001	11/20/2019	11/21/2019	CLIA LABORATORY PROGRA	888-291-7289	MD	9399	\$994.00	\$0.00	\$0.00	Purchase
2951207168001	11/21/2019	11/22/2019	COLG AMER. PATHOLOGISTS	800-323-4040	IL	8641	\$97.90	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2951207169001	11/21/2019	11/22/2019	COLG AMER. PATHOLOGISTS	800-323-4040	IL	8641	\$4,654.08	\$0.00	\$0.00	Purchase
2952429713001	11/22/2019	11/25/2019	WI STATE HYGIENE LAB	608-2246287	WI	9399	\$544.00	\$0.00	\$0.00	Purchase
2954916697001	11/27/2019	11/29/2019	YOURMEMBERSHIP CAREERS	7274976565	FL	7399	\$200.00	\$0.00	\$13.09	Purchase
2971027019001	12/21/2019	12/23/2019	INDEED	STAMFORD	CT	5969	\$25.87	\$0.00	\$0.00	Purchase
2971769100001	12/23/2019	12/24/2019	YOURMEMBER-CAREERS	7274976573	CT	7361	\$160.00	\$0.00	\$0.00	Purchase
2971769101001	12/23/2019	12/24/2019	YOURMEMBER-CAREERS	7274976573	CT	7361	\$185.00	\$0.00	\$0.00	Purchase
2974179068001	01/01/2020	01/02/2020	INDEED	STAMFORD	CT	5969	\$336.85	\$0.00	\$0.00	Purchase
2983384182001	01/15/2020	01/16/2020	CROWN AWARDS INC	8002271557	NY	5941	\$9.50	\$0.00	\$0.00	Purchase
2990951782001	01/24/2020	01/27/2020	DELTA	ATLANTA	GA	3058	\$296.80	\$0.00	\$0.00	Purchase
2990951783001	01/24/2020	01/27/2020	SOUTHWEST	800-435-9792	TX	3066	\$232.96	\$0.00	\$0.00	Purchase
2992122076001	01/27/2020	01/28/2020	COLG AMER. PATHOLOGISTS	800-323-4040	IL	8641	\$270.00	\$0.00	\$0.00	Purchase
2993050204001	01/28/2020	01/29/2020	IVG	800-955-6288	CA	5964	\$2,179.50	\$0.00	\$0.00	Purchase
2994064016001	01/29/2020	01/30/2020	DC *GOV'T PAYMENT	202-535-2600	DC	9399	\$500.00	\$0.00	\$0.00	Purchase
2994064017001	01/29/2020	01/30/2020	STAPLES 00107417	ALEXANDRIA	VA	5943	\$111.87	\$0.00	\$0.00	Purchase
2996366974001	02/01/2020	02/03/2020	INDEED	STAMFORD	CT	5969	\$342.28	\$0.00	\$0.00	Purchase
3000471645001	02/06/2020	02/07/2020	QIAGEN INC	01800426815	CA	5047	\$283.18	\$0.00	\$0.00	Purchase
3000471646001	02/06/2020	02/07/2020	QIAGEN INC	01800426815	CA	5047	\$1,132.74	\$0.00	\$0.00	Purchase
3002955180001	02/10/2020	02/11/2020	NANOPORETECH.COM	OXFORD	UN	8099	\$750.00	\$0.00	\$0.00	Purchase
3002955181001	02/10/2020	02/11/2020	USDA APHIS VS EPERMITS	301-851-3337	MD	9399	\$97.00	\$0.00	\$0.00	Purchase
3007155656001	02/13/2020	02/17/2020	ASM CLINICAL VIROLOGY	800-424-5249	MD	7399	\$465.00	\$0.00	\$26.32	Purchase
3008986566001	02/18/2020	02/19/2020	TFS*FISHER SCI ATL	800-766-7000	GA	5047	\$177.00	\$0.00	\$0.00	Purchase
3015404475001	02/25/2020	02/27/2020	CLINICAL AND LABORATOR	6106880100	PA	8699	\$237.60	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
3016431359001	02/26/2020	02/28/2020	UNITED AIRLINES	HOUSTON	TX	3000	\$425.80	\$0.00	\$0.00	Purchase
3017706727001	02/24/2020	03/02/2020	DOUBLETREE ST PAUL DOW	SAINT PAUL	MN	3692	\$746.70	\$0.00	\$0.00	Purchase
3028343550001	03/17/2020	03/18/2020	HILTON GARDEN INN	212-3291552	NY	3604	\$206.10	\$0.00	\$0.00	Purchase
3034098735001	03/26/2020	04/06/2020	HILTON GARDEN INN	212-3291552	NY	3604	\$0.00	(\$206.10)	\$0.00	Purchase
3037851987001	04/16/2020	04/20/2020	ASM CLINICAL VIROLOGY	800-424-5249	MD	7399	\$0.00	(\$465.00)	\$0.00	Purchase
3041436338001	04/29/2020	05/01/2020	STORY PARTNERS	WASHINGTON	DC	5044	\$1,231.00	\$0.00	\$0.00	Purchase
3041965923001	05/02/2020	05/04/2020	VWR INTERNATIONAL	WAYNE	PA	5047	\$156.40	\$0.00	\$0.00	Purchase
3043302241001	05/06/2020	05/07/2020	SIGMA ALDRICH US	800-3253010	MO	5969	\$172.00	\$0.00	\$0.00	Purchase
3043302242001	05/06/2020	05/07/2020	VWR INTERNATIONAL	WAYNE	PA	5047	\$2,253.00	\$0.00	\$0.00	Purchase
3045594534001	05/13/2020	05/14/2020	SIGMA ALDRICH US	800-3253010	MO	5969	\$1,182.48	\$0.00	\$0.00	Purchase
3046012458001	05/13/2020	05/15/2020	GARBER METROLOGY	LITITZ	PA	5085	\$371.85	\$0.00	\$0.00	Purchase
3047153476001	05/18/2020	05/19/2020	SIGMA ALDRICH US	800-3253010	MO	5969	\$429.99	\$0.00	\$0.00	Purchase
3047573881001	05/19/2020	05/20/2020	YOURMEMBER-CAREERS	7274976573	CT	7372	\$550.00	\$0.00	\$0.00	Purchase
3053065264001	06/03/2020	06/04/2020	THE HAMILTON GROUP	2026894304	DC	5111	\$165.00	\$0.00	\$9.34	Purchase
3054230363001	06/04/2020	06/08/2020	BIOMERIEUX, INC.	DURHAM	NC	5047	\$542.26	\$0.00	\$0.00	Purchase
3057177076001	06/12/2020	06/15/2020	IN *ACE FIRE EXTINGUUI	301-9277300	MD	7393	\$275.81	\$0.00	\$0.00	Purchase
3057177077001	06/12/2020	06/15/2020	BIOMERIEUX, INC.	DURHAM	NC	5047	\$284.96	\$0.00	\$0.00	Purchase
3061493599001	06/23/2020	06/24/2020	TFS*THERMOELECTRONNO RT	800-532-4752	FL	5047	\$1,798.06	\$0.00	\$0.00	Purchase
3062016935001	06/24/2020	06/25/2020	ASSOC OF PUBLIC HEA	2404852752	MD	8641	\$4,200.00	\$0.00	\$0.00	Purchase
3062016936001	06/24/2020	06/25/2020	SQ *WILSON DEPENDABLE	WASHINGTON	DC	8999	\$4,815.00	\$0.00	\$0.00	Purchase
3064562942001	06/29/2020	07/01/2020	STAR OFFICE PRODUCTS	STAROFFC@AOL.	DC	5044	\$250.00	\$0.00	\$0.00	Purchase
3069155118001	07/10/2020	07/13/2020	IN *ACE FIRE EXTINGUUI	301-9277300	MD	7393	\$0.00	(\$275.81)	\$0.00	Purchase
3070471875001	07/14/2020	07/15/2020	YOURMEMBER-CAREERS	7274976573	CT	7372	\$185.00	\$0.00	\$0.00	Purchase

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3070471876001	07/14/2020	07/15/2020	THE HAMILTON GROUP	2026894304	DC	5111	\$2,299.05	\$0.00	\$130.15	Purchase
3071534745001	07/16/2020	07/17/2020	THE HAMILTON GROUP	2026894304	DC	5111	\$2,385.51	\$0.00	\$135.04	Purchase
3072281839001	07/18/2020	07/20/2020	SQ *WILSON DEPENDABLE	WASHINGTON	DC	8999	\$232.00	\$0.00	\$0.00	Purchase
3074167498001	07/15/2020	07/23/2020	SIGMA ALDRICH US	800-3253010	MO	5969	\$0.00	(\$172.00)	\$0.00	Purchase
3074167499001	07/15/2020	07/23/2020	SIGMA ALDRICH US	800-3253010	MO	5969	\$0.00	(\$429.99)	\$0.00	Purchase
3074167500001	07/15/2020	07/23/2020	SIGMA ALDRICH US	800-3253010	MO	5969	\$0.00	(\$1,182.48)	\$0.00	Purchase
3074167501001	07/22/2020	07/23/2020	IN *ACE FIRE EXTINGUUI	301-9277300	MD	7393	\$260.20	\$0.00	\$0.00	Purchase
3074715144001	07/22/2020	07/24/2020	BIOMERIEUX, INC.	DURHAM	NC	5047	\$0.00	(\$145.32)	\$0.00	Purchase
3074715145001	07/24/2020	07/24/2020	BECTON DICKINSON	855-236-2772	NJ	5047	\$1,224.30	\$0.00	\$69.30	Purchase
3075461861001	07/23/2020	07/27/2020	STAR OFFICE PRODUCTS	STAROFFC@AOL.	DC	5044	\$534.00	\$0.00	\$0.00	Purchase
3075461862001	07/24/2020	07/27/2020	MES/WARREN FIRE/LAWMEN	SOUTHBURY	CT	5099	\$4,208.88	\$0.00	\$0.00	Purchase
3076816491001	07/28/2020	07/29/2020	CAYMAN CHEMICAL CO. IN	07349713335	MI	5169	\$196.00	\$0.00	\$0.00	Purchase
3077368534001	07/29/2020	07/30/2020	THE HAMILTON GROUP	2026894304	DC	5111	\$2,992.59	\$0.00	\$169.41	Purchase
3077368535001	07/29/2020	07/30/2020	BLUEBAY OFFICE INC	2023371003	DC	5943	\$945.00	\$0.00	\$53.50	Purchase
3077914634001	07/30/2020	07/31/2020	COLG AMER. PATHOLOGISTS	800-323-4040	IL	8641	\$779.72	\$0.00	\$0.00	Purchase
3078707587001	08/01/2020	08/03/2020	INDEED	STAMFORD	CT	5969	\$266.00	\$0.00	\$0.00	Purchase
3080121920001	08/05/2020	08/05/2020	VWR INTERNATIONAL INC	8009325000	PA	5047	\$103.43	\$0.00	\$0.00	Purchase
3080121921001	08/04/2020	08/05/2020	THE HAMILTON GROUP	2026894304	DC	5111	\$1,268.61	\$0.00	\$71.82	Purchase
3082022238001	08/08/2020	08/10/2020	VWR INTERNATIONAL INC	8009325000	PA	5047	\$97.58	\$0.00	\$0.00	Purchase
3082022239001	08/08/2020	08/10/2020	VWR INTERNATIONAL INC	8009325000	PA	5047	\$0.00	(\$103.43)	\$0.00	Purchase
3082939329001	08/10/2020	08/11/2020	COMPLETE BUILDING SERV	202-333-4977	DC	7349	\$1,436.00	\$0.00	\$0.00	Purchase
3087876290001	08/19/2020	08/20/2020	FOSTER & FREEMAN	8884455048	VA	5046	\$1,592.71	\$0.00	\$0.00	Purchase
3094885617001	09/01/2020	09/03/2020	LASER ART INC	WASHINGTON	DC	5943	\$2,142.94	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
3096285542001	09/04/2020	09/07/2020	YOURMEMBER-CAREERS	7274976573	CT	7372	\$185.00	\$0.00	\$0.00	Purchase
3096285543001	09/05/2020	09/07/2020	ULINE	800-295-5510	WI	5964	\$2,200.73	\$0.00	\$0.00	Purchase
3096285544001	09/04/2020	09/07/2020	BLUEBAY OFFICE INC	2023371003	DC	5943	\$1,997.71	\$0.00	\$113.09	Purchase
3100327271001	09/14/2020	09/15/2020	THE HAMILTON GROUP	2026894304	DC	5111	\$3,401.51	\$0.00	\$192.56	Purchase
3100917167001	09/15/2020	09/16/2020	DIASORIN INC.	STILLWATER	MN	5085	\$1,500.00	\$0.00	\$0.00	Purchase
3101526864001	09/15/2020	09/17/2020	LASER ART INC	WASHINGTON	DC	5943	\$1,891.29	\$0.00	\$0.00	Purchase
3102145776001	09/16/2020	09/18/2020	STAR OFFICE PRODUCTS	STAROFFC@AOL.	DC	5044	\$1,150.00	\$0.00	\$0.00	Purchase
3102985295001	09/18/2020	09/21/2020	SQ *ROSS PROFESSIONAL	WASHINGTON	DC	8999	\$100.00	\$0.00	\$0.00	Purchase
3102985296001	09/18/2020	09/21/2020	BIOMERIEUX, INC.	DURHAM	NC	5047	\$136.68	\$0.00	\$0.00	Purchase
3102985297001	09/18/2020	09/21/2020	BIOMERIEUX, INC.	DURHAM	NC	5047	\$1,843.99	\$0.00	\$0.00	Purchase
3104501717001	09/22/2020	09/23/2020	ZEPTOMETRIX CORPORATION	BUFFALO	NY	7299	\$1,230.00	\$0.00	\$0.00	Purchase
3104501718001	09/22/2020	09/23/2020	INDEED	STAMFORD	CT	5969	\$500.32	\$0.00	\$0.00	Purchase
3104501719001	09/22/2020	09/23/2020	BLUEBAY OFFICE INC	2023371003	DC	5943	\$379.08	\$0.00	\$21.46	Purchase
3107511159001	09/28/2020	09/29/2020	BLUEBAY OFFICE INC	2023371003	DC	5943	\$0.00	(\$18.20)	\$-1.03	Purchase
3109359061001	10/01/2020	10/02/2020	INDEED	STAMFORD	CT	5969	\$247.68	\$0.00	\$0.00	Purchase
3110227822001	10/01/2020	10/05/2020	STAR OFFICE PRODUCTS	STAROFFC@AOL.	DC	5044	\$0.00	(\$359.28)	\$0.00	Purchase
3117724218001	10/16/2020	10/19/2020	IVG	800-955-6288	CA	5964	\$4,192.50	\$0.00	\$0.00	Purchase
3128038077001	11/06/2020	11/06/2020	ELGA LABWATER LLC	630-343-5251	IL	7399	\$1,854.80	\$0.00	\$0.00	Purchase
3131999446001	11/06/2020	11/13/2020	UNITED AIRLINES	800-932-2732	TX	3000	\$0.00	(\$27.70)	\$0.00	Purchase
3132869585001	11/13/2020	11/16/2020	DUPONT COMPUTERS	WASHINGTON	DC	7392	\$134.00	\$0.00	\$0.00	Purchase
3133836392001	11/16/2020	11/17/2020	CLINICAL AND LABORATOR	6106880100	PA	8699	\$1,500.00	\$0.00	\$84.92	Purchase
3138025100001	11/24/2020	11/25/2020	CEPHEID	04085414191	CA	5047	\$2,417.55	\$0.00	\$0.00	Purchase
3145823560001	12/10/2020	12/11/2020	WI STATE HYGIENE LAB	608-2246287	WI	9399	\$3,982.00	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
3145823561001	12/10/2020	12/11/2020	WI STATE HYGIENE LAB	608-2246287	WI	9399	\$559.00	\$0.00	\$0.00	Purchase
3147655404001	12/10/2020	12/15/2020	GERSTEL INC	4102475885	MD	5046	\$313.00	\$0.00	\$0.00	Purchase
3149528804001	12/17/2020	12/18/2020	CAYMAN CHEMICAL CO. IN	07349713335	MI	5169	\$2,207.00	\$0.00	\$0.00	Purchase
HARMON, KIMARY *****2508 Sub-Total:							\$98,327.20	(\$3,562.07)	\$1,103.95	
HAZELTON, VERONDA *****9122										
3120642797001	10/22/2020	10/23/2020	BLUEBAY OFFICE INC	2023371003	DC	5943	\$3,229.00	\$0.00	\$182.79	Purchase
3124375849001	10/28/2020	10/30/2020	LASER ART INC	WASHINGTON	DC	5943	\$182.37	\$0.00	\$0.00	Purchase
3126208548001	11/02/2020	11/03/2020	THE HAMILTON GROUP	2026894304	DC	5111	\$809.10	\$0.00	\$45.80	Purchase
3129850248001	11/09/2020	11/10/2020	BLUEBAY OFFICE INC	2023371003	DC	5943	\$1,687.50	\$0.00	\$95.53	Purchase
3137468436001	11/23/2020	11/24/2020	THE HAMILTON GROUP	2026894304	DC	5111	\$94.95	\$0.00	\$5.38	Purchase
3138657687001	11/25/2020	11/27/2020	CROWN AWARDS INC	8002271557	NY	5941	\$131.47	\$0.00	\$0.00	Purchase
HAZELTON, VERONDA *****9122 Sub-Total:							\$6,134.39	\$0.00	\$329.50	
JACKSON, LAVONIA *****2082										
2917760288001	10/09/2019	10/10/2019	SKILLPATH / NATIONAL	9133623900	KS	8299	\$253.94	\$0.00	\$10.15	Purchase
2918759063001	10/09/2019	10/11/2019	AMTRAK .CO28	08008727245	DC	4112	\$226.00	\$0.00	\$0.00	Purchase
2922056342001	10/16/2019	10/16/2019	RAYTHEON TELEMUS INC	615-236-1249	VA	8244	\$2,400.00	\$0.00	\$0.00	Purchase
2924062986001	10/17/2019	10/18/2019	BLUEBAY OFFICE INC	2023371003	DC	5943	\$1,472.50	\$0.00	\$83.36	Purchase
2925681751001	10/18/2019	10/21/2019	COURTYARD BY MARRIOTT	NEW YORK	NY	3690	\$690.92	\$0.00	\$0.00	Purchase
2928515368001	10/23/2019	10/24/2019	THE HAMILTON GROUP	2026894304	DC	5111	\$207.07	\$0.00	\$11.72	Purchase
2937478995001	11/04/2019	11/05/2019	CTS INC	5714341925	VA	8999	\$900.00	\$0.00	\$0.00	Purchase
2939447241001	11/05/2019	11/07/2019	UNITED AIRLINES	HOUSTON	TX	3000	\$456.60	\$0.00	\$0.00	Purchase
2939447242001	11/05/2019	11/07/2019	AMERICAN AIRLINES	08004337300	TX	3001	\$416.60	\$0.00	\$0.00	Purchase
2952429714001	11/22/2019	11/25/2019	NCED HOTEL CONF CTR	405-4479000	OK	7011	\$546.00	\$0.00	\$0.00	Purchase

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2952429715001	11/22/2019	11/25/2019	NCED HOTEL CONF CTR	405-4479000	OK	7011	\$546.00	\$0.00	\$0.00	Purchase
2954916698001	11/27/2019	11/29/2019	AMERICAN SOCIETY OF CR	09197732044	NC	8220	\$675.00	\$0.00	\$0.00	Purchase
2954916699001	11/27/2019	11/29/2019	AMERICAN AIRLINES	08004337300	TX	3001	\$499.79	\$0.00	\$0.00	Purchase
2966263061001	12/13/2019	12/16/2019	HYATT PLACE OSU	614-280-1234	OH	3812	\$700.32	\$0.00	\$0.00	Purchase
2973666532001	12/30/2019	12/31/2019	WAV*SAVING SOLUTIONS	240-9971662	MD	8999	\$2,500.00	\$0.00	\$375.00	Purchase
2980527190001	01/10/2020	01/13/2020	LASER ART INC	WASHINGTON	DC	5943	\$1,179.75	\$0.00	\$0.00	Purchase
2981665324001	01/13/2020	01/14/2020	FRONTIER T3RKTB	DENVER	CO	3132	\$314.80	\$0.00	\$0.00	Purchase
2981665325001	01/13/2020	01/14/2020	AMERICAN SOCIETY OF CR	09197732044	NC	8220	\$665.00	\$0.00	\$0.00	Purchase
2982581714001	01/13/2020	01/15/2020	LASER ART INC	WASHINGTON	DC	5943	\$36.72	\$0.00	\$0.00	Purchase
2983584183001	01/14/2020	01/16/2020	CELLEBRITE INC.	PARSIPPANY	NJ	5045	\$2,495.00	\$0.00	\$0.00	Purchase
2987652911001	01/21/2020	01/22/2020	AMERICAN SOCIETY OF CR	09197732044	NC	8220	\$665.00	\$0.00	\$0.00	Purchase
2988628492001	01/21/2020	01/23/2020	UNITED AIRLINES	HOUSTON	TX	3000	\$416.80	\$0.00	\$0.00	Purchase
2988628493001	01/22/2020	01/23/2020	AMERICAN SOCIETY OF CR	09197732044	NC	8220	\$0.00	(\$675.00)	\$0.00	Purchase
3001769007001	02/07/2020	02/10/2020	AMERICAN AIRLINES	8004337300	TX	3001	\$716.80	\$0.00	\$0.00	Purchase
3004921695001	02/11/2020	02/13/2020	LASER ART INC	WASHINGTON	DC	5943	\$1,112.73	\$0.00	\$0.00	Purchase
3004921696001	02/11/2020	02/13/2020	AMERICAN AIRLINES	08004337300	TX	3001	\$21.00	\$0.00	\$0.00	Purchase
3010989321001	02/20/2020	02/21/2020	AMERICAN AIRLINES	8004337300	TX	3001	\$767.89	\$0.00	\$0.00	Purchase
3010989322001	02/20/2020	02/21/2020	AMERICAN AIRLINES	8004337300	TX	3001	\$684.39	\$0.00	\$0.00	Purchase
3012276855001	02/22/2020	02/24/2020	HAMPTON INNS	HUNTSVILLE	AL	3665	\$560.00	\$0.00	\$0.00	Purchase
3013450058001	02/24/2020	02/25/2020	IN *ACSI TRANSLATIONS	202-5998456	DC	7399	\$1,016.00	\$0.00	\$0.00	Purchase
3013450059001	02/24/2020	02/25/2020	NCTI	6022523100	AZ	8299	\$1,700.00	\$0.00	\$0.00	Purchase
3021634389001	03/05/2020	03/06/2020	QIAGEN INC	01800426815	CA	5047	\$75.00	\$0.00	\$0.00	Purchase
3026218047001	03/12/2020	03/13/2020	AMERICAN SOCIETY OF CR	09197732044	NC	8220	\$0.00	(\$640.00)	\$0.00	Purchase

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3027126478001	03/12/2020	03/16/2020	AMERICAN SOCIETY OF CR	09197732044	NC	8220	\$0.00	(\$640.00)	\$0.00	Purchase
3027126479001	03/13/2020	03/16/2020	DRURY INN CHAMPAIGN	CHAMPAIGN	IL	3693	\$433.92	\$0.00	\$0.00	Purchase
3027126480001	03/13/2020	03/16/2020	DRURY INN CHAMPAIGN	CHAMPAIGN	IL	3693	\$433.92	\$0.00	\$0.00	Purchase
3030406051001	03/23/2020	03/24/2020	R T I INTERNATIONAL	DURHAM	NC	7399	\$60.28	\$0.00	\$3.28	Purchase
3030406052001	03/23/2020	03/24/2020	R T I INTERNATIONAL	DURHAM	NC	7399	\$0.00	(\$3.28)	\$0.00	Purchase
3032041483001	03/27/2020	03/30/2020	NCTI	6022523100	AZ	8299	\$936.46	\$0.00	\$0.00	Purchase
3109359062001	10/01/2020	10/02/2020	MAGNET FORENSICS USA I	8446387884	VA	8999	\$2,120.00	\$0.00	\$120.00	Purchase
3109359063001	10/01/2020	10/02/2020	SMK	971-2445555	CA	5968	\$384.00	\$0.00	\$0.00	Purchase
3109359064001	10/01/2020	10/02/2020	VOUND COLORADO LTD	3038830810	CO	7372	\$616.97	\$0.00	\$0.00	Purchase
3110227823001	10/02/2020	10/05/2020	CRASHDATAGR	8002807940	CA	5533	\$1,250.00	\$0.00	\$0.00	Purchase
3110227824001	10/02/2020	10/05/2020	PAYPAL	4029357733	NY	5734	\$2,899.00	\$0.00	\$0.00	Purchase
3110227825001	10/02/2020	10/05/2020	MSAB INC	ALEXANDRIA	VA	7399	\$3,250.00	\$0.00	\$0.00	Purchase
3110227826001	10/03/2020	10/05/2020	DME FORENSICS INC	8004130363	CO	7372	\$2,995.00	\$0.00	\$0.00	Purchase
3110227827001	10/02/2020	10/05/2020	CELLEBRITE INC.	PARSIPPANY	NJ	5045	\$1,375.19	\$0.00	\$0.00	Purchase
3111163134001	10/05/2020	10/06/2020	BERLA CORPORATION	4433339301	MD	5045	\$2,800.00	\$0.00	\$0.00	Purchase
3117724219001	10/16/2020	10/19/2020	QUALTRAX	15402609961	VA	5734	\$206.00	\$0.00	\$0.00	Purchase
3117724220001	10/16/2020	10/19/2020	QUALTRAX	15402609961	VA	5734	\$206.00	\$0.00	\$0.00	Purchase
3117724221001	10/16/2020	10/19/2020	QUALTRAX	15402609961	VA	5734	\$206.00	\$0.00	\$0.00	Purchase
3117724222001	10/16/2020	10/19/2020	QUALTRAX	15402609961	VA	5734	\$206.00	\$0.00	\$0.00	Purchase
3117724223001	10/16/2020	10/19/2020	QUALTRAX	15402609961	VA	5734	\$206.00	\$0.00	\$0.00	Purchase
3117724224001	10/16/2020	10/19/2020	BODE TECHNOLOGY	LORTON	VA	7399	\$145.00	\$0.00	\$0.00	Purchase
3126800412001	11/03/2020	11/04/2020	MAGNET FORENSICS USA I	8446387884	VA	8999	\$0.00	(\$120.00)	\$-6.79	Purchase
3128038079001	11/05/2020	11/06/2020	IN *SUPRETECH, INC.	202-7267200	DC	7372	\$4,672.62	\$0.00	\$0.00	Purchase

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3130451680001	11/10/2020	11/11/2020	NCTI	6022523100	AZ	8299	\$782.76	\$0.00	\$0.00	Purchase
3133836393001	11/16/2020	11/17/2020	LASTPASS.COM	7037128315	VA	7372	\$175.00	\$0.00	\$0.00	Purchase
3138657662001	11/25/2020	11/27/2020	FEDEX	WASHINGTON	DC	7338	\$153.42	\$0.00	\$0.00	Purchase
3148909028001	12/16/2020	12/17/2020	FEDEX	MEMPHIS	TN	4215	\$44.33	\$0.00	\$0.00	Purchase
3149528805001	12/17/2020	12/18/2020	NEAL R. GROSS & CO., I	2022344433	DC	7399	\$1,672.75	\$0.00	\$94.69	Purchase
3150402713001	12/18/2020	12/21/2020	FEDEX	WASHINGTON	DC	7338	\$41.82	\$0.00	\$0.00	Purchase
3150402714001	12/18/2020	12/21/2020	FEDEX	WASHINGTON	DC	7338	\$0.00	(\$44.33)	\$0.00	Purchase
3150402715001	12/18/2020	12/21/2020	BIO-MED DIAGNOSTICS	541-830-3000	OR	5047	\$3,100.46	\$0.00	\$0.00	Purchase
3151319164001	12/21/2020	12/22/2020	COLG AMER. PATHOLOGISTS	800-323-4040	IL	8641	\$270.00	\$0.00	\$0.00	Purchase
3151855328001	12/21/2020	12/23/2020	LASER ART INC	WASHINGTON	DC	5943	\$604.02	\$0.00	\$0.00	Purchase
3152958154001	12/23/2020	12/28/2020	BIOMERIEUX , INC.	DURHAM	NC	5047	\$316.22	\$0.00	\$0.00	Purchase
JACKSON, LAVONIA *****2082 Sub-Total:							\$57,480.76	(\$2,122.61)	\$691.41	
POPE, JONATHAN *****1823										
2924062947001	10/17/2019	10/18/2019	SQU*SQ *WILSON DEPENDA	WASHINGTON	DC	8999	\$1,579.00	\$0.00	\$0.00	Purchase
2943740244001	11/12/2019	11/13/2019	INT*IN *SUPRETECH, INC	202-7267200	DC	7372	\$2,991.29	\$0.00	\$0.00	Purchase
2944759183001	11/13/2019	11/14/2019	INT*IN *SUPRETECH, INC	202-7267200	DC	7372	\$906.15	\$0.00	\$0.00	Purchase
2945796809001	11/14/2019	11/15/2019	THE HAMILTON GROUP	2026894304	DC	5111	\$389.00	\$0.00	\$22.02	Purchase
2976572034001	01/06/2020	01/07/2020	THE HAMILTON GROUP	2026894304	DC	5111	\$842.50	\$0.00	\$47.69	Purchase
3029873003001	03/21/2020	03/23/2020	FEDEX	MEMPHIS	TN	4215	\$38.42	\$0.00	\$0.00	Purchase
3034098707001	04/03/2020	04/06/2020	FEDEX	MEMPHIS	TN	4215	\$29.84	\$0.00	\$0.00	Purchase
3034098708001	04/03/2020	04/06/2020	SQ *WILSON DEPENDABLE	WASHINGTON	DC	8999	\$1,738.00	\$0.00	\$0.00	Purchase
3115509273001	10/13/2020	10/14/2020	SQ *WILSON DEPENDABLE	WASHINGTON	DC	8999	\$738.00	\$0.00	\$0.00	Purchase
3121539422001	10/25/2020	10/26/2020	QIAGEN INC	01800426815	CA	5047	\$2,082.00	\$0.00	\$0.00	Purchase

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3127412809001	11/04/2020	11/05/2020	IVG	800-955-6288	CA	5964	\$298.31	\$0.00	\$0.00	Purchase
3138025074001	11/24/2020	11/25/2020	ENV SERVICES INC	08008833681	PA	7399	\$1,254.00	\$0.00	\$0.00	Purchase
3145823535001	12/10/2020	12/11/2020	THE HAMILTON GROUP	2026894304	DC	5111	\$1,300.25	\$0.00	\$73.61	Purchase
POPE, JONATHAN *****1823 Sub-Total:							\$14,186.76	\$0.00	\$143.32	
THOMAS, HERBERT *****1667										
2925681826001	10/17/2019	10/21/2019	HOLIDAY INN CAPITOL	2024794000	DC	3501	\$240.00	\$0.00	\$0.00	Purchase
2925681827001	10/17/2019	10/21/2019	HOLIDAY INN CAPITOL	2024794000	DC	3501	\$240.00	\$0.00	\$0.00	Purchase
2933281453001	10/25/2019	10/30/2019	GERSTEL INC	4102475885	MD	5046	\$1,579.00	\$0.00	\$0.00	Purchase
2940482255001	11/04/2019	11/08/2019	GERSTEL INC	4102475885	MD	5046	\$3,201.42	\$0.00	\$0.00	Purchase
2985850491001	01/16/2020	01/20/2020	HOLIDAY INN CAPITOL	2024794000	DC	3501	\$184.00	\$0.00	\$0.00	Purchase
2985850492001	01/17/2020	01/20/2020	HOLIDAY INN CAPITOL	2024794000	DC	3501	\$184.00	\$0.00	\$0.00	Purchase
2990951860001	01/24/2020	01/27/2020	CHAMPION AWARDS	WASHINGTON	DC	5999	\$99.00	\$0.00	\$0.00	Purchase
2990951861001	01/24/2020	01/27/2020	USPS MPOS 1049480240	WASHINGTON	DC	9402	\$110.00	\$0.00	\$0.00	Purchase
3009968665001	02/19/2020	02/20/2020	CHAMPION AWARDS	WASHINGTON	DC	5999	\$124.00	\$0.00	\$0.00	Purchase
3010989390001	02/20/2020	02/21/2020	METRO FARE AUTOLOAD	202-962-5711	DC	4111	\$20.00	\$0.00	\$0.00	Purchase
3010989391001	02/20/2020	02/21/2020	METRO FARE AUTOLOAD	202-962-5711	DC	4111	\$20.00	\$0.00	\$0.00	Purchase
3010989392001	02/20/2020	02/21/2020	METRO FARE AUTOLOAD	202-962-5711	DC	4111	\$20.00	\$0.00	\$0.00	Purchase
3010989393001	02/20/2020	02/21/2020	METRO FARE AUTOLOAD	202-962-5711	DC	4111	\$20.00	\$0.00	\$0.00	Purchase
3010989394001	02/20/2020	02/21/2020	METRO FARE AUTOLOAD	202-962-5711	DC	4111	\$20.00	\$0.00	\$0.00	Purchase
3010989395001	02/20/2020	02/21/2020	METRO FARE AUTOLOAD	202-962-5711	DC	4111	\$20.00	\$0.00	\$0.00	Purchase
3010989396001	02/20/2020	02/21/2020	METRO FARE AUTOLOAD	202-962-5711	DC	4111	\$20.00	\$0.00	\$0.00	Purchase
3010989397001	02/20/2020	02/21/2020	METRO FARE AUTOLOAD	202-962-5711	DC	4111	\$20.00	\$0.00	\$0.00	Purchase
3010989398001	02/20/2020	02/21/2020	METRO FARE AUTOLOAD	202-962-5711	DC	4111	\$20.00	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
3010989399001	02/20/2020	02/21/2020	METRO FARE AUTOLOAD	202-962-5711	DC	4111	\$20.00	\$0.00	\$0.00	Purchase
3045594569001	05/13/2020	05/14/2020	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$105.17	\$0.00	\$0.00	Purchase
3047573903001	05/20/2020	05/20/2020	ULINE	800-295-5510	WI	5964	\$418.92	\$0.00	\$25.14	Purchase
3048009567001	05/20/2020	05/21/2020	SQ *SEAGLASS TRAINING	GOSQ.COM	VA	7392	\$3,000.00	\$0.00	\$0.00	Purchase
3048445306001	05/20/2020	05/22/2020	LEARNING TREE INTN'L	7037099119	VA	7399	\$895.00	\$0.00	\$0.00	Purchase
3050773934001	05/22/2020	05/29/2020	QUANTUM CORPORATION	425-201-1410	WA	8999	\$1,502.05	\$0.00	\$0.00	Purchase
3060201738001	06/19/2020	06/22/2020	BACKUPWORKS.COM - DATA	9492973627	CA	5732	\$122.73	\$0.00	\$0.00	Purchase
3065644725001	07/02/2020	07/03/2020	THE HAMILTON GROUP	2026894304	DC	5111	\$2,422.77	\$0.00	\$137.15	Purchase
3067903158001	07/08/2020	07/09/2020	IN *SUPRETECH, INC.	202-7267200	DC	7372	\$3,410.00	\$0.00	\$0.00	Purchase
3067903159001	07/08/2020	07/09/2020	IN *SUPRETECH, INC.	202-7267200	DC	7372	\$3,932.67	\$0.00	\$0.00	Purchase
3067903160001	07/08/2020	07/09/2020	IN *SUPRETECH, INC.	202-7267200	DC	7372	\$3,000.95	\$0.00	\$0.00	Purchase
3072281873001	07/17/2020	07/20/2020	FEDEX	WASHINGTON	DC	7338	\$0.00	(\$431.97)	\$0.00	Purchase
3072281874001	07/17/2020	07/20/2020	FEDEX	WASHINGTON	DC	7338	\$407.52	\$0.00	\$0.00	Purchase
3072281875001	07/17/2020	07/20/2020	FEDEX	WASHINGTON	DC	7338	\$431.97	\$0.00	\$0.00	Purchase
3073627862001	07/20/2020	07/22/2020	ONLC TRAINING CENTERS	WILMINGTON	DE	8299	\$2,000.00	\$0.00	\$0.00	Purchase
3073627863001	07/20/2020	07/22/2020	ONLC TRAINING CENTERS	WILMINGTON	DE	8299	\$2,000.00	\$0.00	\$0.00	Purchase
3086698646001	08/17/2020	08/18/2020	PROMEGA SYMPOSIUM	608-277-2670	WI	5969	\$1,800.00	\$0.00	\$0.00	Purchase
3087276483001	08/18/2020	08/19/2020	IN *SUPRETECH, INC.	202-7267200	DC	7372	\$3,921.50	\$0.00	\$0.00	Purchase
3091399116001	08/26/2020	08/27/2020	THE HAMILTON GROUP	2026894304	DC	5111	\$3,050.10	\$0.00	\$172.67	Purchase
3091399117001	08/26/2020	08/27/2020	THE HAMILTON GROUP	2026894304	DC	5111	\$3,050.52	\$0.00	\$172.69	Purchase
3091399118001	08/26/2020	08/27/2020	THE HAMILTON GROUP	2026894304	DC	5111	\$354.00	\$0.00	\$20.04	Purchase
3093677866001	08/31/2020	09/01/2020	PAYPAL	4029357733	DE	5047	\$42.64	\$0.00	\$0.00	Purchase
3093677867001	08/31/2020	09/01/2020	SQ *WILSON DEPENDABLE	WASHINGTON	DC	8999	\$531.00	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
3094885643001	09/03/2020	09/03/2020	VVR INTERNATIONAL INC	8009325000	PA	5047	\$850.18	\$0.00	\$0.00	Purchase
3097452413001	09/08/2020	09/09/2020	PAYPAL	4029357733	WA	5969	\$0.00	(\$1.64)	\$0.00	Purchase
3101526893001	09/16/2020	09/17/2020	PROMEGA SYMPOSIUM	608-277-2670	WI	5969	\$0.00	(\$50.00)	\$0.00	Purchase
3106596299001	09/26/2020	09/28/2020	SQ *WILSON DEPENDABLE	WASHINGTON	DC	8999	\$2,969.00	\$0.00	\$0.00	Purchase
3108086821001	09/29/2020	09/30/2020	SQ *WILSON DEPENDABLE	WASHINGTON	DC	8999	\$1,689.00	\$0.00	\$0.00	Purchase
3108699679001	09/30/2020	10/01/2020	STATACORP LP	COLLEGE STATION	TX	7372	\$1,455.00	\$0.00	\$0.00	Purchase
3108699680001	09/30/2020	10/01/2020	WWW.PASSWARE.COM	6504723716	CA	5734	\$1,095.00	\$0.00	\$0.00	Purchase
3123743247001	10/28/2020	10/29/2020	CDW GOVT #3403599	800-808-4239	IL	5045	\$3,965.24	\$0.00	\$0.00	Purchase
3125249448001	10/29/2020	11/02/2020	ARNOLD ENGRAVERS	WASHINGTON	DC	5999	\$65.00	\$0.00	\$0.00	Purchase
THOMAS, HERBERT *****1667 Sub-Total:							\$54,649.35	(\$483.61)	\$527.69	
WALRAVEN, TRACY *****7457										
2912760637001	10/02/2019	10/03/2019	MSAB INC	ALEXANDRIA	VA	7399	\$3,250.00	\$0.00	\$0.00	Purchase
2912760638001	10/02/2019	10/03/2019	OXYGEN-FORENSIC.COM/EN	877-9699436	VA	5045	\$2,399.00	\$0.00	\$0.00	Purchase
2912760639001	10/03/2019	10/03/2019	DME FORENSICS INC	8004130363	CO	7372	\$2,995.00	\$0.00	\$0.00	Purchase
2913776207001	10/03/2019	10/04/2019	CRASHDATAGR	8002807940	CA	5533	\$1,050.00	\$0.00	\$0.00	Purchase
2913776208001	10/03/2019	10/04/2019	MAGNET FORENSICS USA I	8446387884	VA	8999	\$2,000.00	\$0.00	\$0.00	Purchase
2915030456001	10/04/2019	10/07/2019	BLACKBAG TECHNOLOGIES	14088448890	CA	5734	\$1,380.00	\$0.00	\$0.00	Purchase
2915855828001	10/07/2019	10/08/2019	BERLA CORPORATION	MILLERSVILLE	MD	5045	\$2,500.00	\$0.00	\$0.00	Purchase
2915855829001	10/07/2019	10/08/2019	VOUND COLORADO, LTD.	EVERGREEN	CO	7372	\$616.97	\$0.00	\$0.00	Purchase
2918759067001	10/10/2019	10/11/2019	SQ *SQ *MINDY MITCHELL	WASHINGTON	DC	8999	\$400.00	\$0.00	\$0.00	Purchase
2928515381001	10/24/2019	10/24/2019	AMAZON.COM*DP8531583	AMZN.COM/BILL	WA	5942	\$1,188.82	\$0.00	\$0.00	Purchase
2933281424001	10/28/2019	10/30/2019	NETFLIX.COM	NETFLIX.COM	CA	4899	\$15.99	\$0.00	\$0.00	Purchase

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WALRAVEN, TRACY *****7457 Sub-Total:										
WALRAVEN, TRACY *****0946				11 Transaction(s)			\$17,795.78	\$0.00	\$0.00	
2956521684001	11/17/2019	12/03/2019	FRAUD REBILL/DUP CRDT	CHICAGO	IL	4899	\$15.99	\$0.00	\$0.00	Purchase
2966263196001	12/14/2019	12/16/2019	FRAUD CREDIT	CHICAGO	IL	4899	\$0.00	(\$16.95)	\$0.00	Purchase
2992122122001	01/27/2020	01/28/2020	IXSYSTEMS	4089434100	CA	5045	\$2,400.00	\$0.00	\$0.00	Purchase
3001769161001	02/07/2020	02/10/2020	IN *SUPRETECH, INC.	202-7267200	DC	7372	\$856.70	\$0.00	\$0.00	Purchase
3003907625001	02/11/2020	02/12/2020	AMAZON.COM*PO0813AQ3 A	AMZN.COM/BILL	WA	5942	\$71.24	\$0.00	\$0.00	Purchase
3027126605001	03/13/2020	03/16/2020	IN *SUPRETECH, INC.	202-7267200	DC	7372	\$877.42	\$0.00	\$0.00	Purchase
3032502526001	03/30/2020	03/31/2020	AMAZON.COM*929M08NC3	AMZN.COM/BILL	WA	5942	\$78.80	\$0.00	\$0.00	Purchase
3034098785001	04/03/2020	04/06/2020	AMAZON.COM*MH36F3X03	AMZN.COM/BILL	WA	5942	\$157.60	\$0.00	\$0.00	Purchase
WALRAVEN, TRACY *****0946 Sub-Total:				8 Transaction(s)			\$4,457.75	(\$16.95)	\$0.00	
WALRAVEN, TRACY *****4665										
2947077775001	11/17/2019	11/18/2019	FRAUD CREDIT	CHICAGO	IL	4899	\$0.00	(\$15.99)	\$0.00	Purchase
2952429894001	11/22/2019	11/25/2019	INT*IN *SUPRETECH, INC	202-7267200	DC	7372	\$2,532.54	\$0.00	\$0.00	Purchase
2953436851001	11/17/2019	11/26/2019	FRAUD CREDIT-SH	CHICAGO	IL	4899	\$0.00	(\$15.99)	\$0.00	Purchase
2954916860001	11/28/2019	11/29/2019	NETFLIX.COM	NETFLIX.COM	CA	4899	\$16.95	\$0.00	\$0.00	Purchase
WALRAVEN, TRACY *****4665 Sub-Total:				4 Transaction(s)			\$2,549.49	(\$31.98)	\$0.00	
Grand Total:							\$271,576.85	(\$7,154.10)	\$3,045.26	

ATTACHMENT D

10. Please list all capital projects in the financial plan for the agency or under the agency's purview in FY20 and FY21, to date, and provide an update on each project, including the amount budgeted, actual dollars spent, and any remaining balances (Please also include projects for the benefit of the agency that are in the budget of the Department of General Services or another agency). In addition, please provide:

DEPARTMENT OF FORENSIC SCIENCES (FR0) - CAPITAL PROJECT STATUS					
Project No	Project Title	Implement	Lifetime Budget	COMMITTED	FUNDS AVAILABLE
DCI16C	DFS CAPITAL IMPROVEMENT PROGRAM	FR0	419	-	419
DCI19C	CAPITAL AND I.T. EQUIPMENT - DFS	FR0	1,557,656	1,537,116	20,540
DCI19C	CAPITAL AND I.T. EQUIPMENT - DFS	FR0	597,000	112,784	484,216
DIG19C	FORENSIC EVIDENCE DIGITAL STORAGE	FR0	4,802,629	1,303,110	3,499,520
FLE19C	CRIME SCENE SPECIALIZATION VEHICLES	FR0	861,407	302,940	558,467
FR019C	CAPITAL RENOVATIONS - DFS	FR0	500,000	421,225	78,775
HDW02C	LABORATORY & HOSPITAL EQUIPMENT - DFS	FR0	220,000	208,790	11,210
HDW02C	LABORATORY & HOSPITAL EQUIPMENT - DFS	FR0	7,689,000	961,568	6,727,432
LIM20C	DFS LABORATORY INFORMATION MANAGEMENT SY	FR0	4,100,000	1,954,566	2,145,434
VEM21C	VEHICLE ELEVATOR MODERNIZATION	AM0	300,000	-	300,000
TOTAL FUNDING			20,628,111	6,802,098	13,826,013

- a. A narrative description of all capital projects begun, in progress, or concluded in FY19, FY20, and FY21, to date, including the amount budgeted, actual dollars spent, any remaining balances, and the work undertaken.

<p>Project: LIM20C DFS Laboratory Information Management System</p> <p>Description: The Department of Forensic Sciences (DFS) initially deployed the Laboratory Information Management System (LIMS) JusticeTrax v3.7 for all three divisions within DFS. As DFS has grown, the LIMS has become inadequate for the operational needs. The project is critical to maintain chain of custody of all evidence within the District, casework, and the results of sample testing. DFS currently maintains a number of different information management systems for the Forensic Science Laboratory, including specific systems for the Forensic Biology Unit, and the Public Health Laboratory. Last fiscal year, DFS hired a team of experts who provided an assessment of the function, agency's needs, mapped the workflows within each case working unit and gave recommendations that included upgrading to JusticeTrax v.3.8, for greater operational support, accessibility and for mobile device integration. DFS seeks to implement these recommendations to ensure top performance of this critical asset for enhanced performance at DFS. Without this project, the current system will inhibit DFS' ability to progress and to continually improve its capability and capacity. Currently, proposals are evaluated by OCP and OAG review panel. In FY22, DFS plans to implement the upgraded system; the Metropolitan Police Department, United States Attorney's Office, and other stakeholders will benefit from real time case tracking features. Additionally, mobile integration will allow staff access information via mobile devices.</p>
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ATTACHMENT D

Project: DIG19C Forensic Evidence Digital Storage

Description: Due to the unique nature of the services provided to District Government and federal agencies, DFS generates a large amount of digital information. This information needs to be stored, cataloged, and controlled locally within DFS to ensure Chain of Custody (CoC), limit access control, and limit the number of persons potentially called to appear in court. Additionally, this information needs to be stored locally since it might need to be “bare metal” processed by local systems, due to its sensitive nature (e.g. child pornography, MPD internal affairs, etc.), or there may be a need for immediate access by scientists and/or systems of DFS. Some of this information also contains various forms and significant amounts of malware that is still required to be processed by DFS systems. Based on the LIMS project, acquisition in FY20 of a new load balancing switch, and continued DFS need for storage of electronic data, the DFS infrastructure team has scoped out and designed a plan for a new server rack within the DFS datacenter. Due to increased demand of storage for COVID testing, statistical dashboard development and strategic initiative in FY21-23 of going paperless, DFS designed a rack outfitted with three more servers to support more virtual machines along with the decommissioning of older infrastructure hardware that is past the life cycle. DFS is currently obtaining pricing information for the new rack and drafting statements of work needed for this procurement. Overall, the project is on time and meeting needs.

Project: HDW02C Laboratory & Hospital Equipment

Description: This project is needed to fund the replacement of mission critical instruments and equipment that has become obsolete or in disrepair. DFS uses specialized equipment to provide independent analysis for evidence and testing samples submitted from District agencies and federal neighbors. The equipment acquired ensures accurate science and substantiating data. In FY19, DFS replaced several instruments and equipment for the Public Health Laboratory to include: the Tecan NGS upgrade; a Microplate Washer that washes reagents in between steps; a MagNA Pure 24 Extraction that will automate extractions; In FY20, DFS replaced several equipment and instruments for the Forensic Science and Public Health Laboratories to include: a Sumuri Talino Forensic Workstation to process digital evidence faster; a Veriti Thermal Cycler, that allows sequencing of protocols; and a TSX -80F Freezer that is in disrepair and was used to store specimen and reagents. In FY20, DFS is in procurement stage to replace drying cabinets needed to dry wet crime evidences and several other instruments used in COVID-19 testing and surveillance.

ATTACHMENT D

Project: DCI16C Laboratory Equipment Capital Improvement

Description: DFS transferred \$1,000,000 of FY16 Operating Funds into PAYGO for critical equipment replacement. Prior to this Capital Project, DFS did not have any funds for laboratory equipment replacement. This project will close out in FY20. This project is closed.

Project: DC119C DFS Capital & IT Equipment

Description: DFS laboratory and IT equipment were purchased prior to the building's opening in 2012. Until 2017, there has not been a capital plan to procure new instruments and equipment for the agency. DFS anticipates approximately \$720,000 in laboratory equipment will surpass its useful lifecycle by 2018. DFS anticipates laboratory equipment purchased in 2012 will require replacement to maintain efficient and accurate analysis. According to the Office of the Chief Financial Officer's Capital Asset Replacement Schedule System (CARSS), laboratory equipment has a life cycle of five years. Laboratory equipment supports DFS in providing services to the District. In FY19, DFS procured the following instruments and equipment: heat humidity chambers, blood culture instruments, comparison microscopes, alternate light source, all-in-one secured printers, QIAcube system, and radios from the Office of Unified Communications. All of these instruments and equipment continues to allow DFS to continue unbiased and stronger science. The project is On-time and in the process of procurement for: Evofinder in firearms analysis, secured freezers, video forensic equipment, NIBIN Brasstrax system and Gerstel liquid handlers for drug monitoring.
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Project: VEM21 – Vehicle Elevator Modernization
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This project will restore the vehicle elevator at the Consolidated Forensic Laboratory (CFL) to reliable functioning. DFS will use \$30,000 in FY 2022 to conduct a study of the elevator and \$270,000 in FY 2023 to conduct the modernization of the elevator. The CFL vehicle elevator is critical to the District and the CFL because it is needed to move evidentiary vehicles to the appropriate location in the CFL for processing. Since DFS' inception, DFS has processed over 2,369 vehicles. The CFL needs to have a reliable vehicle elevator that will transport the automobile into the facility safely and efficiently. To ensure timely, unbiased science, it is imperative that the vehicle elevator system be evaluated and replaced. This capital project will meet the District's Mayor's "Safer, Stronger DC" plan by strengthening tools and resources needed to investigate crimes in the District. DGS is responsible for contracting and conducting this assessment. DGS has informed DFS that this has been delayed due to other ongoing projects that are impacted due to the onset of COVID-19.

ATTACHMENT D

Project: FR019C Capital Renovations (Modernization)
--

Description: In FY19, the rabies laboratory expansion and BSL-3 Suite redesign was completed. Redesign of the BSL-3 suite is scheduled to begin in FY21 Q3. DGS and DFS staff have regular meetings to plan decontamination, decommissioning efforts. Critical renovations to the BSL-3 includes the rabies laboratory, which needs to be expanded to ensure better workflow for increased testing volume. In FY20, one office and five cubicles added to the 1st Floor Operations Suite to accommodate agency growth. This renovation will also allow the Operations Suite to gain a Conference Room previously occupied by DGS. This project was impacted by COVID-19; however, it is back on target and will be completed in FY21.
--

Project: FLE19C- CSS Specialization Vehicles

Description: The crime scene specialized vehicle replacement is critical to the effectiveness of Crime Scene Sciences response to a crime within the District. Originally this responsibility was provided by MPD. Since August 2016, DFS Crime Scene Sciences Division took over the role of collecting and transporting evidence from the crime scenes. These vehicles are used to transport evidence and maintain chain of custody from the time it is collected from the crime scene. The goal of DFS is to replace our vehicles at the optimal time to achieve greater productivity and lower costs. The vehicles are utilized by three shifts 24 hours per day, seven days per week. This constant usage can greatly impact the useful life of each vehicle being used. Project is supported by OCFO's Capital Asset Replacement Schedule (CARSS). In FY19, DFS worked with DPW to replace two 10-year-old vans (transferred from MPD), and one vehicle truck. In FY21, DFS is in the process of purchasing 5 vehicles: 2 Ford Cargo Vans, 3 Ford Transit Connect Vans. These vehicles will replace 5 vehicles in the fleet that have expired due to age. These funds have been encumbered in our procurement system.
--

b. An update on all capital projects planned for the four-year financial plan;

Please see responses provided for 'a'.

C. A description of whether the capital projects begun, in progress, or concluded in FY19, FY20, and FY21, to date, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact; and

For the past two years, DFS has utilized an equipment maintenance program to help with the operating impact each equipment and instrument procured using capital funds. This program consolidates all equipment maintenance for the entire agency.

d. A description and the fund balance for any existing allotments.

Please see responses provided above.

ATTACHMENT D

Attachment E

FY2020 and FY2021						
Competitive or Sole	Contract Administrator	Vendor	Service	Funding Source	Contract Term	Contract Amount
Exempt from Competition	Luke Short	Gerstel	Gerstel Agilent Instrumentation	0700	2/16/2021-9/30/2021	\$208,948.67
Competitive	Kristy Hopkinson (replaced Tracy Walraven)	Signature Science, LLC	Forensic DNA Testing	0100 and 8200	Option Period Two (2) – 6/24/20 – 6/23/21	NTE \$750,000.00 (this is the maximum ceiling amount under the IDIQ)
Cooperative Agreement	Dr. Colleen Courtney	The Remi Group	Equipment Maintenance Program	0100 and 0700	Option Period Three (3) 10/1/20-9/30/21	NTE \$700,000.00
Competitive	Matthew McCarroll	Multi-Award Solicitation resulting in the following contracts: Aerobodies, Inc.; Midtown Personnel, Inc.	Temporary Medical Personnel Staffing	0100 and 0700	Option Period One (1) 8/29/20-8/28/2021	NTE \$1,482,832.00; \$1,304,636.59 (these are the maximum ceiling amount under the IDIQ)
Exempt from Competition	Kimary Harmon	Highbury Global Group	SARS-CoV-2 Clinical Samples	0700	Base Period 2/4/21-9/30/21	NTE \$659,099.22
Competitive	Jessica Beckman	Ron Smith & Associates	Latent Fingerprint Analysis	0100	Option Period Three (3) – 10/1/20-5/31/21	NTE \$620,000.00
Exempt from Competition	Dr. Luke Short	Agilent Technologies, Inc.	Gas Chromatography Mass Spectrometers	0700	Base Period 3/3/21-9/30/21	\$101,832.84
Competitive	Jonathan Pope	Leeds Precision Instruments, Inc.	Leeds Comparison Microscopes		Base Period 1/4/21-9/31/21	\$330,770.00

Attachment E

FY2020 and FY2021						
Competitive or Sole	Contract Administrator	Vendor	Service	Funding Source	Contract Term	Contract Amount
Competitive	Jonathan Pope	Ron Smith and Associates	Firearm Tool Mark Examiners	0100 and 0700	Option period Three (3) 10/1/20-5/31/21	NTE \$620,000
Competitive	Dr. Luke Short	Compliance Control, Inc.	Temperature Monitoring System	0100	Option Period Two (2) 3/25/20-3/24/21	\$24,581
Competitive	Tracy Walraven	Bode Cellmark Forensics, Inc.	DNA Forensic Testing	0100, 0700 and 8200	Option Period Two (2) – 6/24/20 – 6/23/21	NTE \$3,048,106.50 (this is the maximum ceiling amount under the IDIQ)
DCSS	Tracy Walraven	Mindfinders, Inc	Temporary Support Personnel (IT)	0300	Base Period 3/9/2-3/8/21	NTE \$62,480.00
Exempt (PPRA 413.8)	Dr. Kiehlbauch	Cepheid	COVID-19 testing kits for Cepheid GeneXpert	0100	Date of award through 9/30/2021	\$986,053.07
Exempt (PPRA 413.8)	Dr. Raj	Hologic	COVID-19 testing kits for Hologic Panther Fusion	0700	11/6/2020 through 9/30/2021	\$3,475,582

Policy on Sexual Harassment

1. Purpose

1.1. This document shall establish a policy prohibiting sexual harassment in the District of Columbia Department of Forensic Sciences (DFS). It is not intended to replace or restrict Mayor's Order 2017-313, Sexual Harassment Policy, Guidance and Procedures. All employees are strongly encouraged to review Mayor's Order 2017-313, at least annually.

2. Authority

2.1 The Director of DFS adopts this policy to be consistent with the Agency's mission and applicable Federal and District of Columbia laws and regulations including Title VII of the Civil Rights Act of 1964, as amended (PL 88-352, § 703; 42 USC § 2000e-2); District of Columbia Human Rights Act, effective December 13, 1977 (DC Law 2-38; DC Official Code §§ 2-1401.01 *et seq.*) (2001); Title IV, Chapter 1 of the DC Municipal Regulations (DCMR §§ 4-101 *et seq.*); and Mayor's Order 2017-313 (December 18, 2017), Sexual Harassment Policy, Guidance and Procedures.

3. Scope

3.1. All current employees of the agency, including full-time, part-time, temporary and term employees are required to follow these provisions.

3.2. Contract workers who are employees of a vendor under contract with DFS to provide regular, ongoing DFS operational services are required to follow these provisions.

3.3. Consultants and contractors working on specific projects and not involved with the regular DFS service delivery are required to follow these provisions.

4. Definitions

4.1. This policy incorporates and adopts the definitions provided in Mayor's Order 2017-313, Sexual Harassment Policy, Guidance and Procedures.

5. Prohibitions

5.1. Sexual harassment is prohibited by and between all persons. Inappropriate conduct may constitute sexual harassment, even when occurring between or among: persons of the same sex, or perceived sex; those who share the same sexual orientation or the same gender identity or expression; or persons of the opposite sex or gender identity. Sexual harassment is not limited to inappropriate exercise of authority by persons in power

over an employee. Even a subordinate's conduct toward a supervisor may constitute sexual harassment.

6. Procedures for Stopping Sexual Harassment

6.1. New employees shall take a course on sexual harassment as part of the on-boarding process and in no event more than 14 days of being on-boarded. All employees shall take a refresher course at least once every 2 years.

6.2. Those entering into contracts or grants with DFS must affirm that they will abide by the District of Columbia Human Rights Act including its prohibitions on sexual harassment, consistent with 4 DCMR § 1100 *et seq.*

7. Procedures for Reporting Inappropriate or Potentially Inappropriate Conduct of a Sexual Nature

7.1. All DFS employees are responsible for ensuring the workplace is free of sexual harassment. Employees who know of incidents of sexual harassment, as well as behavior which may create an intimidating, hostile or offensive work environment, or who are victims of sexual harassment or inappropriate conduct, should report the sexual harassment or inappropriate conduct to the Sexual Harassment Officer (SHO), the supervisor or manager of the employee engaging in inappropriate conduct, or to their own supervisor. If the alleged harasser is the employee's immediate supervisor, then the employee should report the conduct to the alleged harasser's supervisor, or to the SHO.

7.2. If the complaint is against the DFS Agency Director, the report shall be submitted to the Deputy Mayor for Public Safety and Justice for review. If the complaint is against the Deputy Mayor, the report shall be submitted to the City Administrator. If the report is against the City Administrator, the report shall be submitted to the Mayor's General Counsel, who shall also receive complaints against any agency director in the Executive Office of the Mayor. If the complaint is against the Mayor's General Counsel or the Mayor, an independent consultant shall be hired to conduct an investigation and a final investigative report shall be submitted to the Inspector General for the District of Columbia for review.

7.3. The procedures and remedies specified herein are not intended to preclude an employee from seeking any remedies they may have in a court of law.

8. Agency Review and Investigation of Reported Claims

8.1. Any supervisor or manager who receives a complaint or concern regarding sexual harassment or inappropriate conduct must take immediate steps to notify the SHO, who will ensure that an investigation is conducted and take other appropriate action. Any such effort shall be documented.

8.2. Where there is an allegation of criminal misconduct, including for example, sexual assault, kidnapping, stalking, and threats to do bodily harm, management may, after consulting the General Counsel, place the victim and/or the alleged harasser on administrative leave with pay pending final administrative resolution of the complaint or any criminal proceeding. The complainant at their choice may report the alleged criminal violation to a law enforcement agency, including the Metropolitan Police Department. Where either DFS or an appropriate law enforcement officer determines that a criminal violation occurred, an appropriate management official shall recommend discipline of the perpetrator in accordance with Chapter 16 of the District Personnel Manual (DPM) and Mayor's Order 2017-313.

8.3. When an allegation of sexual harassment is reported which includes allegations of criminal conduct, management shall notify the General Counsel, who in turn must notify the Mayor's Office of Legal Counsel (MOLC) of the allegation.

8.4. DFS may consider alleged acts of sexual harassment for disciplinary purposes beyond the legal statute of limitations, consistent with the District Personnel Manual and any collective bargaining agreements, taking into consideration the sensitive nature of the alleged offense, the pressure the complainant may have felt not to report the conduct, when the victim became aware of behavior that was not immediately apparent, or a pattern of harassing behavior that developed over time.

8.5. Persons accused of sexual harassment deserve the full protections afforded to them under the law in administrative matters, including, but not limited to, the right to respond to allegations of sexual harassment; to counsel and representation, including a union representative or other representative of their choosing; and including the presumption of innocence, unless and until there is a finding of harassment after an investigation. The right to counsel does not include the right to have counsel paid for by the government.

8.6. Pending final resolution of a sexual harassment complaint, DFS may at its own discretion, or upon the request of a complainant, take one or more of the following prompt administrative personnel actions on a temporary basis that does not result in any adverse employment action: transfer, reassignment of duties; mandatory

administrative leave with pay; other measures that do not result in reduction of pay or loss of employee benefits.

8.7. Allegations of sexual harassment shall be investigated and resolved as soon as practicable, but no later than 60 days after reporting. The DFS officials investigating the charges must provide the employee and the alleged harasser with a written notification of their findings and conclusions after the 60-day period, and shall convey the same to MOLC.

8.8. Any employee found to have engaged in inappropriate conduct who is not terminated must attend mandatory sexual harassment training within 60 days of receipt of the findings. Such training is supplemental to any disciplinary actions and must occur even if the employee recently received training.

8.9. Management shall remind complainants of sexual assault or other possible crimes of the existence of the DC Victim Hotline. The Hotline, 1-844-443-5732, is available 24/7 by telephone, text or online chat to seamlessly connect victims of crime to free resources to help them navigate the physical, financial, legal, and emotional repercussions of crime.

8.10. In recognition of the seriousness of workplace sexual harassment charges, management shall recommend disciplinary action, up to and including termination, of any employee found to have knowingly and intentionally made materially false statements or representations in relation to a sexual harassment claim or investigation.

8.11. Management shall recommend appropriate disciplinary action, up to and including termination of any employee found to have engaged in sexual harassment.

9. Employee Responsibility to Participate in Agency Investigation

9.1. All DFS employees are expected to cooperate in the agency's investigation of sexual harassment complaints.

9.2. If an employee who alleges sexual harassment, or is believed to have been the victim of sexual harassment, declines to assist and/or participate in the investigation of the allegation, DFS may on its own initiative conduct an investigation.

9.3. Employees who were not themselves victimized, who, after a direct request, decline to participate in a sexual harassment investigation, may be subject to disciplinary

action. Any consideration of whether to recommend disciplinary action for failure to cooperate in an investigation should be conducted in consultation with the General Counsel and MOLC.

10. Prohibition against Retaliation

10.1. Retaliating against an employee for reporting or filing a claim of sexual harassment, assisting another person in filing or asserting a claim of sexual harassment, opposing sexual harassment, acting as a witness in a sexual harassment investigation, refusing to follow orders that would result in sexual harassment, intervening to protect others from sexual harassment or advances, or challenging an allegation of sexual harassment, is strictly prohibited. Employees shall not be penalized as a result of their assertion of rights provided under the District of Columbia Human Rights Act or providing truthful information in connection with an investigation (whether on behalf of a complainant or a respondent). Retaliatory behavior can include but is not limited to unwarranted reprimands, unfairly downgrading personnel evaluations, transfers to less desirable positions, verbal or physical abuse, and altered and more inconvenient work schedules. Employees found to have engaged in retaliatory behavior shall be recommended for termination.

11. Confidentiality

11.1. The complaint file, including all information and documents contained in the file as well as information received during investigation of the complaint, shall be confidential. DFS shall take all reasonable steps to ensure that no information contained in the complaint file is disseminated except: in furtherance of the investigation; resolution of the allegations; execution of any consequences stemming from the investigation; when lawfully released; or when required by court order.

11.2. DFS will take all reasonable efforts during the conduct of an investigation to protect the identities of the alleged harasser and the alleged victim, as well as witnesses for either party. However, the alleged harasser shall be promptly advised of the complaint and its substance and be given an opportunity to respond to the allegations.

11.3. DFS is not precluded from reporting to an appropriate enforcement, investigating and/or legal organization, or from cooperating in any related investigation, any suspected illegal or improper act, or conduct related to a sexual harassment investigation.

Department of Forensic Sciences FY2020

Agency Department of Forensic Sciences

Agency Code FRO

Fiscal Year 2020

Mission The mission of the Department of Forensic Sciences (DFS) is to produce high quality, timely, accurate, and reliable forensic science with the use of the best available technology and practices, unbiased science, and transparency with the overall goal of enhancing public health and safety.

Summary of Services DFS provides independent analysis of evidence and samples submitted by agencies within the District of Columbia and its federal neighbors. The DFS analyzes evidence submitted from criminal cases, including DNA, fingerprints, firearms, materials, drugs and digital evidence. The DFS also provides expert witness testimony in defense of their analytical reports in the District's courts of law. The Public Health Laboratory Division provides diagnostic and analytical testing for biological pathogens and chemical agents from clinical, environmental, or food sources and provides emergency response testing. The Crime Scene Sciences Division provides the collection, analysis, processing, and preservation of evidence found at crime scenes in the District. The DFS Directorate supports the work of the entire agency through strategic direction, training, quality assurance, research, recruitment and hiring of personnel, information technology, data management, fleet management, procurement, and other administrative support services. The Scientific Advisory Board provides guidance by providing peer review to ensure that scientifically valid protocols are developed, followed, and updated.

2020 Accomplishments

Accomplishment	Impact on Agency	Impact on Residents
Strengthening forensic science in DC: The operational units within the Forensic Science Laboratory (FSL), the Public Health Laboratory (PHL) and in the Deputy Director's Office; Forensic Biology, Fingerprint, Firearms Examination, Digital Evidence, Forensic Chemistry, and Forensic Intelligence provided timely and quality forensic science services, remained highly responsive to requests for forensic services in high-profile cases during the pandemic, and received a continuation of accreditation ISO 17025:2017 Forensic Science Testing and Calibration Laboratories Accreditation requirements and FBI Quality Assurance Standards.	With all of the agency's units contributing to the recent timely completion and success of a high-profile case, the positive feedback from major stakeholders (MPD and ATF) surrounding this case, in concert with the routine audits within the DFS Quality Assurance Unit, external ANAB assessors and FBI QAS assessors to determine if the laboratory operations remain in compliance with policies and standards, continues to build trust and confidence that DFS can produce high-quality forensic science. These types of audits, for example, keep staff accountable and striving for improvements to its delivery of services.	The citizens of the District of Columbia consistently benefit when their forensic laboratory ("The People's Lab") produces quality and accurate forensic science. The collaborative work conducted by all operational units within DFS effectively supports the Mayor's "Safe and Healthy Washingtonians" by closing sexual assault cases, homicides, violent gun crimes, and other criminal investigations. Work within the Forensic Chemistry Unit (FCU) supports investigations concerning distribution of illegal drugs, and in tracking the presence of dangerous substances such as fentanyl, now present in the illicit drug market, in support of the Mayor's Live Long DC effort to reduce deaths associated with opioid use. Additionally, the citizens of DC, stakeholders and customers are provided with reassurance that DFS adheres to quality and competency standards deemed necessary to deliver accurate and reliable testing and ensure the safety of the staff and the environment.
Ramp-up testing and response for SARS-CoV-2 : The DC Public Health Laboratory (PHL) has rapidly expanded its capability to respond to the COVID-19 public health crisis. PHL implemented state-of-the-art testing platforms, rapid point-of-care diagnostic devices, and mobile testing, as well as drive-thru options for the city's vulnerable populations and first responders.	This resulted in a massive increase in capability, staffing, electronic data management and reporting, and the establishment of strong ties to DC hospitals, clinics, and long-term care facilities. The media coverage highlighted the work of PHL and its staff and their pandemic response on behalf of the Executive Office of the Mayor.	The rapid scaling up of testing provided enhanced focus on the most vulnerable populations, which undoubtedly saved lives. PHL performed over 100,000 molecular and serological tests provided to the District to ensure support of contact tracing, identification, and support DC Health in responding to the COVID-19 crisis.
Recognition as a national leader in public health: This year, during the COVID-19 pandemic response, the Association of Public Health Laboratories (APHL) awarded the DC Public Health Lab (PHL) the "Nation's Healthiest Lab" award. The Healthiest Laboratory Award celebrates excellence in environmental stewardship and health promotion in both practice and policy. It recognizes APHL member laboratories demonstrating outstanding efforts to reduce their collective environmental impact and to promote health and wellness programs.	This national recognition has been instrumental in securing some of the top-tier talent nationally in public health. It has also resulted in increased funding to support expanded testing, the implementation of three Electronic Test Orders and Results (ETOR), and platforms which are improving reporting timelines and data security. The national acknowledgement has also resulted in a high-performing facility where employees can expand their careers in a positive environment, a feature recently recognized by the Association of Public Health Laboratories (APHL) through their awarding of the "Nation's Healthiest Lab" award.	This award signifies that the District is recognized on a national scale as having one of the nation's top public health laboratories. With added capability, prestige on the national level, and expertise within the PHL, additional federal resources are easier to secure for testing and public health research programs. PHL was recognized due to the following attributes: (a) PHL is the only PHL to have been granted a CDC ILS fellow in support of COVID-19 (b) PHL was one of the first public health laboratories to perform high throughput COVID-19 testing and (c) DC PHL is currently one of only a few laboratories that are conducting genetic sequencing of SARS-CoV-2, providing invaluable information for District epidemiologists to trace and track COVID-19 outbreaks.

2020 Key Performance Indicators

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target	FY 2020 Quarter 1	FY 2020 Quarter 2	FY 2020 Quarter 3	FY 2020 Quarter 4	FY 2020 Actual	KPI Status	Explanation for Unmet FY 2020 Target
1 - Provide high-quality forensic science and public health laboratory analysis to stakeholders so they can execute their own core services to the public in a timely manner. Our three overarching core services are: crime scene evidence collection, forensic science analysis, and public health laboratory diagnostic, analytical, and emergency response testing. (16 Measures)												
Percent of crime scenes responded to within 30 minutes	Quarterly	New in 2018	69%	84.5%	90%	82.8%	87.1%	89.2%	90.7%	87.3%	Nearly Met	Time of day (morning and evening rush hours) and geographical locations of assignments (distance from DFS) contributed to CSSU not meeting its goal of 90%. However, 87.3% in FY20 represents a 3% and 19% improvement over FY18 and FY19 respectively.
Percent of priority cases as designated by the contributor and marked in LIMS completed within 60 days from the date the analyst was assigned the case	Quarterly	89.8%	100%	99.5%	90%	99.8%	99.3%	100%	99.4%	99.6%	Met	
Percent of crime scene reports completed within 14 calendar days	Quarterly	New in 2018	75.3%	93.8%	95%	96.7%	98.1%	96.6%	92.1%	95.9%	Met	
Percent of OCME samples ordered in microbiology will be tested and reported within 12 business days of receipt in the laboratory	Quarterly	100%	100%	94.8%	90%	95.2%	100%	100%	100%	98.9%	Met	
Percent of all firearms will be transferred to the Evidence Control Branch (ECB) within 21 days after all forensic tests are completed	Quarterly	New in 2019	New in 2019	96.8%	90%	100%	95.1%	96.2%	100%	98%	Met	

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target	FY 2020 Quarter 1	FY 2020 Quarter 2	FY 2020 Quarter 3	FY 2020 Quarter 4	FY 2020 Actual	KPI Status	Explanation for Unmet FY 2020 Target
Percent of all drugs will be transferred to Evidence Control Branch (ECB) within 30 days after all forensic testing is completed.	Quarterly	New in 2019	New in 2019	99.5%	90%	100%	100%	100%	100%	100%	Met	
Percent of all jewelry received will be transferred to Evidence Control Branch (ECB) within 14 days.	Quarterly	New in 2019	New in 2019	100%	90%	100%	91.7%	100%	100%	97.9%	Met	
Percent of all rabies STAT specimen with human exposure are tested and reported to the Zoonotic Disease Epidemiologist within 24 hours or one (1) business day of receipt in the laboratory	Quarterly	New in 2019	New in 2019	99%	95%	92.6%	91.7%	100%	100%	96.6%	Met	
Percent of cases received in the Forensic Chemistry Unit will be tested and reported within 60 days of receipt in the laboratory.	Quarterly	New in 2019	New in 2019	97%	90%	94.6%	100%	100%	100%	98%	Met	
Percent of proficiency tests received in the Biomonitoring and Analytical Chemistry Unit (BACU) will be completed and passed.	Quarterly	New in 2019	New in 2019	95%	80%	100%	77.8%	100%	100%	90.9%	Met	
Percent of high priority biological terrorism and chemical terrorism samples analyzed and reported within 24 hours	Quarterly	New in 2019	New in 2019	100%	90%	100%	100%	100%	100%	100%	Met	
Percent of evidence processing cases completed within three (3) business days of receipt by unit	Quarterly	New in 2019	New in 2019	48.6%	90%	74.3%	83.6%	75.1%	59.2%	73.4%	Unmet	LFU evidence processing still currently has only 3 FTEs. Additional staff is needed to try to reach this goal. Staff are routinely having to prioritize the processing of firearms, which will delay other cases. One staff member went out on PFL (maternity leave) in Q4 and two staff members had to quarantine in Q4 due to COVID-19 exposure and/or symptoms and the ability to telework is limited in this type of position. Finally, availability of contractors was limited this year and other staff trained in evidence processing had other priority unit duties.
Percent of requested homicide cases completed within 60 days from the date the evidence was received in the unit	Quarterly	94.3%	97.5%	98.9%	90%	99.1%	99.1%	99%	97.9%	98.7%	Met	
Percent of time eligible cartridge casings are entered into NIBIN within two (2) business days of receipt by agency.	Quarterly	New in 2019	New in 2019	55.3%	90%	59.9%	51.4%	71.9%	67.7%	63.2%	Unmet	Evidence cartridges and submitted firearms initially are handled by the DFS Central Evidence Unit and LFU Evidence Processing before arriving to FEU. LFU Evidence Processing has been significantly affected by manpower shortage and COVID related adjustments and schedules. When the turnaround times for these units potentially increase, it negatively impacts the ability for FEU to submit cartridge cases into the NIBIN system within two (2) days of agency receipt. In addition, the significant increase in the volume of cartridge case evidence received during the FY20 summer crime initiative caused intermittent backlogs for entry into the NIBIN system.

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target	FY 2020 Quarter 1	FY 2020 Quarter 2	FY 2020 Quarter 3	FY 2020 Quarter 4	FY 2020 Actual	KPI Status	Explanation for Unmet FY 2020 Target
Percent of digital evidence cases completed within five (5) business days of receipt of legal authority and device(s).	Quarterly	New in 2019	New in 2019	91.5%	90%	93.4%	96.2%	97.9%	97.6%	96.3%	Met	
Percent of samples ordered in molecular diagnostics will be tested and reported within 72 hours or three (3) business days of receipt in the laboratory	Quarterly	New in 2018	New in 2019	91.7%	90%	100%	99.6%	97.9%	100%	98.7%	Met	
2 - Provide administrative support, training and risk management oversight to our laboratory and technical units by ensuring compliance with the legal mandate to make analysis documents available. The science lab units will each have administrative support services to maintain operational capacity in the form of training, continuing education, safety, risk management, quality and legal support. (6 Measures)												
Percent of scientists meeting technical competency requirements	Quarterly	99.5%	100%	99.5%	95%	98.4%	100%	99.4%	99.4%	99.3%	Met	
Percent of safety incident reports submitted to DFS Safety Officer within two (2) business days	Quarterly	92.3%	100%	100%	100%	100%	100%	100%	100%	100%	Met	
Percent of overtime events preauthorized	Annually	New in 2019	New in 2019	Not Available	80%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	87.83%	Met	
Percent of FOIA responses returned on time (15 business days)	Quarterly	New in 2019	New in 2019	100%	100%	100%	100%	No data available	100%	100%	Met	
Percent of QCAR situation and root cause analysis sections completed within 30 business days	Quarterly	New in 2019	New in 2019	98.3%	100%	66.7%	72.7%	94.4%	75%	78.4%	Unmet	Due to the COVID-19, several units within DFS suffered pandemic related workload shifts which affected staffing and operational priorities, thus having an adverse effect on their responses to nonconformities.
Percent of FOIA responses returned early (before 15 business days)	Quarterly	New in 2019	New in 2019	73.3%	100%	50%	60%	No data available	No data available	55.6%	Unmet	Application of the 15 day TAT is suspended due to the public health emergency. Since March 17, 2020 DC Code § 2-532(c)(1) reads "... a public body... shall within 15 days (except Saturdays, Sundays, days of a COVID-19 closure, and legal public holidays) of the receipt of any such request either make the requested public records accessible or notify the person making such request of its determination not to make the requested public record or any part thereof accessible and the reason therefor." DC Code § 2-529(c) defines COVID-19 closure as "(1) A period of time for which the Mayor has declared a public health emergency pursuant to § 7-2304.01; or (2) A period of time during which a public body is closed due to the COVID-19 coronavirus disease, as determined by the personnel authority of the public body."

2020 Workload Measures

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Quarter 1	FY 2020 Quarter 2	FY 2020 Quarter 3	FY 2020 Quarter 4	FY 2020 PAR
1 - Conduct professional and expedient crime scene responses, evidence collection, and storage of evidence (2 Measures)							
Number of evidence items received	74,360	77,253	18,742	19,482	21,584	23,721	83,529
Number of crime scenes processed	5874	6542	1656	1513	1469	1556	6194
1 - Conduct timely forensic analysis (10 Measures)							
Number of service requests from stakeholders	3927	4194	1126	1112	998	1151	4387

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Quarter 1	FY 2020 Quarter 2	FY 2020 Quarter 3	FY 2020 Quarter 4	FY 2020 PAR
Number of CODIS database hits	209	229	49	69	71	71	260
Number of NIBIN database hits	835	775	70	74	53	12	209
Number of AFIS database entries	9179	7238	2097	1944	1994	1955	7990
Number of CODIS database entries	581	652	139	168	251	212	770
Number of NIBIN database entries	3667	4257	931	1281	1293	1576	5081
Number of AFIS database hits	2097	1553	397	439	476	516	1828
Number of firearms processed for test fire	1995	2229	520	692	515	544	2271
Number of Gigabytes of data processed	New in 2019	114,140	26,327	28,527	29,638	38,839	123,331
Number of items processed in Evidence-Processing Unit (EPU)	New in 2019	19,805	5130	5821	2804	2772	16,527
1 - Provide timely testing of pathogens of public health significance (3 Measures)							
Number of tests performed for each recieved public health sample	4133	9681	1760	2516	32,154	48,947	85,377
Number of validation efforts performed	38	28	Annual Measure	Annual Measure	Annual Measure	Annual Measure	24
Number of Proficiency Tests performed	167	46	20	16	11	15	62
2 - Monitor quality compliance with certification requirements (3 Measures)							
Number of Quality Corrective Action Requests opened	60	40	9	11	18	36	74
Number of stakeholder complaints received	0	0	0	0	1	0	1
Number of internal audits	5	13	1	0	5	6	12
2 - Offer training curriculum for professional development (1 Measure)							
Number of training hours completed by employees	3400	3709	712	1328	1741	659	4440
2 - Oversee the laboratory environment is both safe and healthy for staff (1 Measure)							
Number of safety incidents reported	23	27	5	6	12	4	27
3 - Efficiently procure vital services and resources (1 Measure)							
Number of requisitions submitted into PASS	290	323	79	68	29	120	296
3 - Ensures all IT systems and databases are operational and secure for scientists and agency personnel to deliver reports and services to stakeholders (1 Measure)							
Number of IT service requests received	3479	2953	499	600	468	446	2013
3 - Provide legal advice to the agency and facilitate stakeholder engagement (4 Measures)							
Number of Subpoenas received and uploaded to LIMS	926	1544	324	322	125	0	771
Number of discovery requests received	1081	1226	296	353	173	142	964
Number of MOA/MOUs the agency enters into with other agencies	14	10	1	1	1	5	8
Number of FOIA requests received	16	15	4	9	13	8	34
3 - Responsible for human capital management and recruitment for DFS and serves as liaison to external entities (1 Measure)							
Number of employees on-boarded	40	28	2	4	9	10	25

2020 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Provide high-quality forensic science and public health laboratory analysis to stakeholders so they can execute their own core services to the public in a timely manner. Our three overarching core services are: crime scene evidence collection, forensic science analysis, and public health laboratory diagnostic, analytical, and emergency response testing. (4 Activities)			
PUBLIC HEALTH LAB UNIT	Provide timely testing of pathogens of public health significance	The Public Health Laboratory will provide diagnostic, analytical and emergency response testing for biological pathogens and chemical agents from clinical, environmental, or food sources.	Daily Service
FORENSIC SCIENCE LAB UNIT	Conduct timely forensic analysis	The Forensic Science Laboratory division will conduct coordinated and timely forensic analysis in accordance with industry standards and accreditation guidelines.	Daily Service
CRIME SCENE TECHNICAL UNIT	Conduct professional and expedient crime scene responses, evidence collection, and storage of evidence	The Crime Scene Sciences Division will serve as stewards of evidence by maintaining custody of evidence from collection to storage at DFS.	Daily Service
LABORATORY EXPANSION	Improve laboratory efficiency through technological advances	DFS will continue to expand its capabilities as a top tier forensic and public health laboratory by implementing new scientific programs and investing in laboratory equipment infrastructure.	Key Project
2 - Provide administrative support, training and risk management oversight to our laboratory and technical units by ensuring compliance with the legal mandate to make analysis documents available. The science lab units will each have administrative support services to maintain operational capacity in the form of training, continuing education, safety, risk management, quality and legal support. (3 Activities)			
PROFESSIONAL DEVELOPMENT	Offer training curriculum for professional development	Provide a training curriculum to DFS employees to ensure they maintain skill sets, meet standards of excellence, and deliver high quality, accurate, and reliable services.	Daily Service
LABORATORY CERTIFICATION	Monitor quality compliance with certification requirements	Assurance that DFS produces products that are fit for stakeholders' purposes by maintaining ISO 17025 accreditation for the agency, maintains Clinical Laboratory Improvement Act (CLIA) certification, as well as, compliance with applicable federal regulations such as the Division of Select Agents and Toxins (DSAT).	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
RISK MANAGEMENT	Oversee the laboratory environment is both safe and healthy for staff	Establish, manage and ensure compliance of federal, district, and local regulations and policy; and provide medical surveillance to staff, mandates safety training for all staff members, and audits laboratory facilities to ensure a safe work environment.	Daily Service
3 - Create and maintain a highly efficient, transparent, and responsive District government. (6 Activities)			
PERFORMANCE STATISTICS	Strategically forecast, analyze, and present agency data to determine levels of resource efficiency and goal attainment	Analyze raw data and present graphical visuals of real-time workload from data obtained from LIMS, and other databases to better inform strategic leadership decisions to enhance laboratory services.	Key Project
INFORMATION TECHNOLOGY	Ensures all IT systems and databases are operational and secure for scientists and agency personnel to deliver reports and services to stakeholders	Promote and facilitate the effective integration of technology into the DFS divisions by developing, supporting, and maintaining a highly effective, reliable, secure, and innovative information systems to support agency needs.	Daily Service
PROCUREMENT	Efficiently procure vital services and resources	Proactively procure the necessary services, supplies, and equipment for the laboratories to meet the daily needs of scientists and agency personnel.	Daily Service
HUMAN RESOURCES	Responsible for human capital management and recruitment for DFS and serves as liaison to external entities	Supports the hiring of new employees and provides employee data on residency, on-board time, and performance plan completion from data pulled from PeopleSoft.	Daily Service
LEGAL	Provide legal advice to the agency and facilitate stakeholder engagement	Facilitate stakeholder engagement, legally advise director level decision-making, train scientists for court testimony and presentation of scientific expertise, draft contracts and agreements with government and private organizations, and process discovery requests.	Daily Service
EDUCATION AND GRIEF COUNSELING	Education and Grief Counseling Services	Education and Grief Counseling Services	Daily Service

2020 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
Conduct professional and expedient crime scene responses, evidence collection, and storage of evidence (1 Strategic Initiative)				
Digitization of Legacy MPD Crime Scene Records	In FY20, the Central Evidence Unit (CEU) will continue working on a digitization process for the preservation, retention, and the retrieval of original MPD crime scene files stored at DFS. In collaboration with the Office of the Secretary, Public Records Section, CEU will review existing laws, rules and retention schedules while creating a database of all the crime scene files.	25-49%	The CSS Central Evidence Unit (CEU) is continuing to input data from the crime scene files into the database that was created. CEU has entered over 45,000 files in FY20. Additionally, CEU has met with a representative from Public Records who will be partnering with DFS on this initiative, including the process and preservation of files. Inputting the files into a database is the first phase of the project and has not been completed because of the COVID-19 outbreak and other priorities. Once all the files have been inputted, the second phase of the project will begin. The second phase is to catalogue and archive the files off-site which will occur in FY21 and FY22.	This initiative is a multi-year project with different phases of implementation in FY21 and FY22.
Conduct timely forensic analysis (4 Strategic initiatives)				
Develop Firearms Curriculum in Partnership with a local District of Columbia university.	DFS will develop a forensic firearms minor degree curriculum in partnership with a university from the District of Columbia. This initiative is aligned with the Mayor's policy to encourage DC residents to learn about the unique benefits, education, learning modalities, and various degrees and certificates offered through the university partners. Currently there is a significant shortage of qualified firearms examiners in the United States of America. This shortage impacts the ability of DFS to find qualified personnel to fill critical positions within the Firearms Examination Unit. Establishment of this program with a local university will build a reliable and continuous source of future firearms examiners who likely reside within the District of Columbia.	Complete	FSL successfully completed this strategic initiative in Q3. The FEU and LFU hosted a 3 credit course for 7 Trinity University students in Spring of 2020 (12 sessions). After all of the LFU sessions and 2 of the FEU sessions, we had to transition to distance learning. The semester culminated with poster presentations from the students.	
Implementation of the Next Generation Sequencing (NGS) in casework.	The Forensic Biology Unit will implement Next Generation Sequencing (NGS) in casework in an effort to improve the agency's DNA testing capabilities to make DNA interpretations easier. NGS testing will also provide investigative leads concerning probable, ancestry as well as eye and hair color. These DNA testing capability enhancements will have a direct impact on reduce crime in all neighborhoods and reverse the recent spike in homicides by providing greater forensic intelligence supported by validated scientific data. The Forensic Biology Unit will have a minimum of two (2) full-time analysts complete the NGS training program to include competency testing and participate in the required proficiency testing as outlined by the FBI's Quality Assurance Standards for Forensic DNA Testing. These analysts will become fully qualified to perform Next Generation Sequencing on casework.	75-99%	FBU received an unforeseen setback during FY20 Q4 which was out of our laboratory's control. Verogen, the manufacturer of the NGS MiSeq FGx Sequencing instrument, issued a technical note citing a procedural modification that should be implemented to optimize performance of the instrument. This technical note required DFS to conduct a supplemental validation study due to the procedural modification adjustments. This pushed the project timeline back. The supplemental validation study involved a performance check of the instrument, verification of updated instrument maintenance wash procedure, verification of manufacturer procedure modification, and quality control runs of the NGS reagents. FBU also made progress with the supplemental statistics study which began in FY20 Q3. The statistical workbook and underlying data has reach the first round of completion. DFS has teamed up with Dr. Steven Myers of California Dept. of Justice for an outside expert review of the statistical supplemental study. This review is anticipated to be completed in October 2020. FBU plans to finalize all remaining SOPs and worksheets as well as complete training (Y-STR and statistical analysis) during FY21 Q1.	FBU received an unforeseen setback during FY20 Q4 which was out of our laboratory's control and as such was unable to complete the Strategic Initiative by close of FY20. Verogen, the manufacturer of the NGS MiSeq FGx Sequencing instrument, issued a technical note citing a procedural modification that should be implemented to optimize performance of the instrument. This technical note required DFS to conduct a Supplemental Validation Study due to the Procedural Modification adjustments and pushed the project timeline back.

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
Validate the Evofinder as a virtual comparison microscope for firearms examinations	The Firearms Examination Unit (FEU) will validate the Evofinder Automated Ballistic Identification system to use as a virtual comparison microscope in casework. This system is a scanning device that generates 3 dimensional images of bullets and cartridge cases which examiners use for comparison purposes. This makes comparisons easier compared to the traditional method of using a comparison microscope with a 2 dimensional view. By the end of the fiscal year, all qualified firearms examiners will be able to use the instrument in firearms related cases such as homicides. These test methods will provide valuable information and assist in criminal investigations and court proceedings.	25-49%	The Evo-Finder system validation initiative was placed on hold due to several contributing factors. These factors include FEU revisions of unit standard operating procedures, training on new workflow processes implemented on tesfires and microscopic examinations, COVID related adjustments to schedules and telework, an increase in summer crime initiative expedited cases and several FEU Audits that required careful preparation, time and effort.	Although initial preparations for the Evo-Finder validation plan were completed, this FY20 strategic initiative to fully validate the Evo-Finder system was not met. This was due to new competing priorities in response to COVID related adjustments, increased homicides and gun violence in the summer months of FY20. Furthermore, FEU was tasked with preparing for three audit reviews in FY20. Those audits included the DFS FY20 Internal Audit, a USAO complaint initiated ANAB Accreditation Audit and an ANAB Annual Document Assessment Audit. All of the above lowered the chances for FEU to dedicate the requisite time and effort to complete this Strategic Initiative by September 30, 2020.
Crime Gun Intelligence Center (CGIC) 7 District (Ward 8) initiative will broaden in scope to include the 6 District (Ward 7).	The FY19 Crime Gun Intelligence Center (CGIC) 7 District (Ward 8) initiative will broaden in scope to include the 6 District (Ward 7). The Firearms Examination Unit (FEU) will prioritize all fired cartridge cases collected and upload the items into the National Integrated Ballistic Information Network (NIBIN). Searches are conducted with the NIBIN to provide possible leads in firearms related shooting in investigations in the District. The database also contains information of unsolved cases involving firearms. The Department of Forensic Sciences (DFS) will work with Metropolitan Police Department (MPD) to collect all fired cartridge cases to ensure the timely submission of all firearm related evidence.	0-24%	Unfortunately COVID-19 has significantly affected the progress of this strategic initiative because resources and personnel needed to begin this initiative are not currently available. Due to COVID related adjustments to schedules and manpower, MPD requested that the initiative be placed on hold until further notice.	Due to COVID related adjustments in manpower, schedules, and competing priorities for DFS and MPD, this initiative was not met.
Ensures all IT systems and databases are operational and secure for scientists and agency personnel to deliver reports and services to stakeholders (2 Strategic initiatives)				
Selection of new LIMS or Enhanced LIMS for DFS	Based on FY19 initiative for examining the current Laboratory Information Management System (LIMS), DFS will begin the process of consideration and selection of a new or enhanced LIMS.	Complete	The selection phase of the LIMS project is complete. In FY20, the contract was awarded to JusticeTrax for the software upgrade, implementation hours and training for users. JusticeTrax upgrade to 3.8 will begin implementation in FY21. The second part of this contract is currently in OCP review for award to a District vendor to provide the customization and integration services outlined in the project's statement of work.	
Expansion of Forensic Evidence Digital Storage	Augmentation of current FlashBlade storage capability is needed due to increasing demands for digital storage capacity. A load balancing switch will be added and integrated into the DFS architecture.	Complete	New switch and flash blades has been purchased and installed in DFS's data center.	
Improve laboratory efficiency through technological advances (2 Strategic initiatives)				
Expand sexually transmitted disease (STD) testing capabilities and capacity	DC Public Health Laboratory will expand to include syphilis testing in the District. This goal will allow the DC Department of Health (DC Health) to better surveil for sexually transmitted disease (STD) trends in the District. This will also assist DC Health in reducing the cost of outsourced testing and improve turnaround time for reporting results. PHL will follow the Centers for Disease Control and Prevention (CDC) testing recommendations to ensure accurate, reliable, and prompt results to help improve patient care.	25-49%	Due to COVID-19 pandemic, the DC PHL and DC Health resources are shifted to validate and implement COVID-19 testing to provide molecular and serological diagnostic services for the District residents. PHL has interfaced it's LIMS and the DC Health Electronic Medical Records and transferring COVID-19 EMR directly to DC Health.	DC Health and PHL still has a significant time demand in COVID-19 related duties.
Paperless Laboratory starting with the Latent Fingerprint Unit	Space for the storage of numerous paper files at DFS is limited. This initiative will develop a paperless file approach that could be utilized throughout DFS. The Latent Fingerprint Unit (LFU) will be the pilot unit for this effort that will explore a process to eliminate hardcopy case files and create e-copy case files. By converting all MS Word case work documentation to fillable PDF format. Additionally electronic signatures will be incorporated to achieve all ISO 17025 requirements. All documents would be imported into LIMS as an electronic case record. The initiative will explore any difficulties associated with this approach and will make recommendations for supporting quality assurance and quality control documents as well as standard operating procedures.	Complete	LFU went paperless and was able to finalize the entire process and workflow. New unit-specific Admin and technical review forms were approved in Qualtrax. Tested new tablets for LFU-EP to assist with paperless workflow. Modified case file and reporting procedures (LFU02 and LFU03) to align with the new paperless process. Analysts began testing steps and did dual cases (hard copy cases while concurrently working electronic cases) to validate the new process.	
Offer training curriculum for professional development (1 Strategic Initiative)				
Establish DFS Training Strategy	Develop DFS Training Strategy to include Individual Training Plans (IDP) that correlate appropriate training to the designated position descriptions	Complete	Standardization of training documents have been the main focus in Q4. The following documents have been created/updated and implemented to ensure consistency of documentation in training programs across the agency: Training Manual Template, Authorization Memo, Mock Trail Scoring Sheets, Oral Board Scoring Sheet, Supervised Technical/ Administrative Review Form, Supplemental Training Checklist. A centralized location for training related documents and unit-specific training records within the agency document control quality system was established. In addition, an annual IDP course recommendation list that correlates to designated job positions and/or grade levels was also established. This list assists managers to identify areas for growth and development of their staff and assist with job knowledge core competency rating. D & I training sessions continued. Topics included: Leadership Roundtable, Combating Implicit and Unconscious Bias, Racial Sensitivity: Moving Beyond Barriers to Build Bridges, D & I 360 Town Hall. Additional training sessions were hosted by the Training unit which included: Real Colors and 30-Day Notice Training For Unit Managers. Hiring a vacant back-fill position enabled progress within the unit.	

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
Oversee the laboratory environment is both safe and healthy for staff (1 Strategic Initiative)				
Expand DFS Knowledge of the Quality System	Expand and track internal quality specific training to increase employee familiarization with the latest laboratory guidelines and regulations.	Complete	Quality Team provided a new QPAR/QCAR Training process. Created a Quality Module #4 for the new DFS Training Process, and held several crucial monthly meetings. Participated in several meetings w/n PHL and FSL to install changes in processes and improve workflows. Quality Team also participated in two National Accreditation Board or ANAB external Audits trainings.	
Provide timely testing of pathogens of public health significance (3 Strategic initiatives)				
Improve capacity to respond to biological and chemical terrorism and other emerging infectious disease threats	In FY20, the DC Public Health Laboratory will improve its capacity to be prepared for potential bioterrorism and chemical terrorism events, in addition to emerging or re-emerging highly infectious diseases. The initiative will improve the laboratory's ability to conduct accurate and timely testing of these threat agents to ensure that all residents and visitors to DC are kept safe. Evidence of success will also include implementation of new tests that will help to diagnose highly infectious diseases that may be in the District.	50-74%	Due to COVID-19 pandemic, the DC PHL and DC Health resources are shifted to validate and implement COVID-19 testing to provide molecular and serological diagnostic services for the District residents. DC PHL has interfaced it's LIMS and the DC Health Electronic Medical Records and transferring COVID-19 Electronic Medical Records (EMR) directly to DC Health.	The BT and CT Coordinators still have a significant time demand in COVID-19-related duties. At the current rate of shared duties, completion of training is anticipated by summer of 2021.
Expand whole Genome Sequencing (WGS) capabilities to assist in outbreak investigations	The DC Public Health Laboratory will expand its Whole Genome Sequencing (WGS) capabilities to transition from targeted viral detection and phylogenetic analysis to a whole genome approach. Furthermore, the DC Public Health Laboratory will work to expand this capacity to other pathogens. This expansion will allow the use of the maximum data and best technology available to make epidemiological links to outbreaks and disease in the District.	Complete	The DFS PHL has sequenced over 70 SARS-CoV-2 samples. PulseNet sequencing will also commence in Q1 of FY21. Q4 brought in discussions with DC Health to assist in sequencing of potential outbreaks to provide definitive epidemiological linkages of these outbreaks. Additionally, sequencing of N. meningitidis samples revealed a unique cluster of these organisms in the District, leading to the belief that there may be a spreading event in DC that has not been seen before. These data provide proof of concept of the utility of whole genome sequencing to identify potential clusters of outbreaks.	
Implementation of testing for drugs of abuse	The DC Public Health Laboratory will implement testing for drugs of abuse to support the Department of Behavioral Health's (DBH) needs for better diagnostics. This testing will provide the opportunity to offer more accurate and detailed information for the DBH clinics so that better assessments and clinical monitoring can be conducted for their client base. Additionally, drug surveillance trends will be provided to both DBH and the Department of Health (DC Health) that will allow for better intervention programs to be conducted.	50-74%	DFS shared the results of methadone study with DBH and Opioid Treatment Program (OTP) partners during subsequent summits and conferences. Additionally, an extended fentanyl panel was performed on specimens to provide in-depth assessment of fentanyl reference ranges in the sampled population. Installation of a immunoassay testing instrument for screening urine specimens for drug metabolites was funded by DBH. This is excellent progress, but funding needs to be secured for the full implementation of the program.	Assuming no delays incurred due to COVID-19, staffing may be hired, trained, and reagents purchased, resulting in full-scale testing (Screen and Methadone quantitation) in Summer 2021.
Responsible for human capital management and recruitment for DFS and serves as liaison to external entities (1 Strategic Initiative)				
Analyze DFS Attrition and DC Resident Hiring	Analyze Agency attrition and DC Resident hiring using various methods to try and determine the root cause(s) and conduct appropriate analysis to provide charted data for executive review with recommendations for tangible action as needed.	Complete	DFS Human Resources has reviewed turnover in the agency through the end of FY 20. The three year trend is positive. Average DFS turnover for the three reporting years was 10.6%, with FY 2020 reporting the lowest turnover rate, nine percent (9%). This is attributed to the concerted effort of the Executive Leadership Team to listen to feedback from Exit Interviews, maintain a strong open door policy and to engage in sometimes difficult dialogue. Of the 80+ hires over the three fiscal year catchment area, 27 were DC residents. These new employees are placed in every department. DFS is working with high schools and local universities to increase resident representation in DFS, particularly in the scientific disciplines. Some of our actions were curtailed this year due to COVID-19 but will continue in earnest in FY21.	

Department of Forensic Sciences FY2021

Agency Department of Forensic Sciences

Agency Code FRO

Fiscal Year 2021

Mission The mission of the Department of Forensic Sciences (DFS) is to produce high quality, timely, accurate, and reliable forensic science with the use of the best available technology and practices, unbiased science, and transparency with the overall goal of enhancing public health and safety.

Strategic Objectives

Objective Number	Strategic Objective
1	Provide high-quality forensic science and public health laboratory analysis to stakeholders so they can execute their own core services to the public in a timely manner. Our three overarching core services are: crime scene evidence collection, forensic science analysis, and public health laboratory diagnostic, analytical, and emergency response testing
2	Provide administrative support, training and risk management oversight to our laboratory and technical units by ensuring compliance with the legal mandate to make analysis documents available. The science lab units will each have administrative support services to maintain operational capacity in the form of training, continuing education, safety, risk management, quality and legal support
3	Create and maintain a highly efficient, transparent, and responsive District government

Key Performance Indicators

Measure	Directionality	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Target
1 - Provide high-quality forensic science and public health laboratory analysis to stakeholders so they can execute their own core services to the public in a timely manner. Our three overarching core services are: crime scene evidence collection, forensic science analysis, and public health laboratory diagnostic, analytical, and emergency response testing (16 Measures)					
Percent of priority cases as designated by the contributor and marked in LIMS completed within 60 days from the date the analyst was assigned the case	Up is Better	100%	99.5%	99.6%	90%
Percent of requested homicide cases completed within 60 days from the date the evidence was received in the unit	Up is Better	97.5%	98.9%	98.7%	90%
Percent of crime scenes responded to within 30 minutes	Up is Better	69%	84.5%	87.3%	90%
Percent of Crime Scene Reports completed within 14 calendar days	Up is Better	75.3%	93.8%	95.9%	95%
Percent of samples ordered in molecular diagnostics will be tested and reported within 72 hours or three (3) business days of receipt in the laboratory	Up is Better	New in 2019	91.7%	98.7%	90%
Percent of all firearms will be transferred to the Evidence Control Branch (ECB) within 21 days after all forensic tests are completed	Up is Better	New in 2019	96.8%	98%	90%
Percent of all drugs will be transferred to Evidence Control Branch (ECB) within 30 days after all forensic testing is completed	Up is Better	New in 2019	99.5%	100%	90%
Percent of all jewelry received will be transferred to Evidence Control Branch (ECB) within 14 days	Up is Better	New in 2019	100%	97.9%	90%
Percent of all rabies STAT specimen with human exposure are tested and reported to the Zoonotic Disease Epidemiologist within 24 hours or 1 business day of receipt in the laboratory	Up is Better	New in 2019	99%	96.6%	95%
Percent of cases received in the Forensic Chemistry Unit will be tested and reported within 60 days of receipt in the laboratory	Up is Better	New in 2019	97%	98%	90%
Percent of Core Laboratory Response Network for Chemical Threats (LRN-C) methods within the Clinical Toxicology Unit (CTU) that are evaluated as competent by the Centers for Disease Control and Prevention (CDC) LRN-C Program (competence is defined as successful score of >80% in two-out-of-three testing events, per method)	Up is Better	New in 2019	95%	90.9%	80%
Percent of high priority biological terrorism and chemical terrorism samples analyzed and reported within 24 hours	Up is Better	New in 2019	100%	100%	90%
Percent of evidence processing cases completed within three (3) business days of receipt by unit	Up is Better	New in 2019	48.6%	73.4%	90%
Percent of time eligible cartridge casings are entered into NIBIN within two (2) business days of receipt by agency	Up is Better	New in 2019	55.3%	63.2%	80%
Percent of digital evidence cases completed within five (5) business days of receipt of legal authority and device(s)	Up is Better	New in 2019	91.5%	96.3%	90%
Percent of OCME samples ordered in microbiology will be tested and reported within 12 business days of receipt in the laboratory	Up is Better	100%	94.8%	98.9%	90%
2 - Provide administrative support, training and risk management oversight to our laboratory and technical units by ensuring compliance with the legal mandate to make analysis documents available. The science lab units will each have administrative support services to maintain operational capacity in the form of training, continuing education, safety, risk management, quality and legal support (5 Measures)					
Percent of scientists meeting technical competency requirements	Up is Better	100%	99.5%	99.3%	95%
Percent of safety incident reports submitted to DFS Safety Officer within two (2) business days	Up is Better	100%	100%	100%	100%
Percent of overtime events preauthorized	Up is Better	New in 2019	Not Available	87.8%	80%
Percent of QCAR situation and root cause analysis sections completed within 30 business days	Up is Better	New in 2019	98.3%	78.4%	100%
Percent of FOIA responses returned on time (15 business days)	Up is Better	New in 2019	100%	100%	100%

Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Provide high-quality forensic science and public health laboratory analysis to stakeholders so they can execute their own core services to the public in a timely manner. Our three overarching core services are: crime scene evidence collection, forensic science analysis, and public health laboratory diagnostic, analytical, and emergency response testing (5 Activities)			
LABORATORY EXPANSION	Improve laboratory efficiency through technological advances	DFS will continue to expand its capabilities as a top tier forensic and public health laboratory by implementing new scientific programs and investing in laboratory equipment infrastructure.	Key Project
PUBLIC HEALTH LAB UNIT	Provide timely testing of pathogens of public health significance	The Public Health Laboratory will provide diagnostic, analytical and emergency response testing for biological pathogens and chemical agents from clinical, environmental, or food sources.	Daily Service
FORENSIC SCIENCE LAB UNIT	Conduct timely forensic analysis	The Forensic Science Laboratory division will conduct coordinated and timely forensic analysis in accordance with industry standards and accreditation guidelines.	Daily Service
CRIME SCENE TECHNICAL UNIT	Conduct professional and expedient crime scene responses, collection, and storage of evidence	The Crime Scene Sciences Division will serve as stewards of evidence by maintaining custody of evidence from collection to storage at DFS.	Daily Service
Cyber Operations	Cyber Operations	Cyber Operations performs activities that protect sensitive information, gather evidence to mitigate possible or real-time threats, and support other agency intelligence activities.	Daily Service
2 - Provide administrative support, training and risk management oversight to our laboratory and technical units by ensuring compliance with the legal mandate to make analysis documents available. The science lab units will each have administrative support services to maintain operational capacity in the form of training, continuing education, safety, risk management, quality and legal support (3 Activities)			
PROFESSIONAL DEVELOPMENT	Offer training curriculum for professional development	Provide a training curriculum to DFS employees to ensure they maintain skill sets, meet standards of excellence, and deliver high quality, accurate, and reliable services	Daily Service
LABORATORY CERTIFICATION	Monitor quality compliance with certification requirements	Assurance that DFS produces products that are fit for stakeholders' purposes by maintaining ISO 17025 accreditation for the agency, maintains Clinical Laboratory Improvement Act (CLIA) certification, as well as, compliance with applicable federal regulations such as the Division of Select Agents and Toxins (DSAT)	Daily Service
RISK MANAGEMENT	Oversee the laboratory environment is both safe and healthy for staff	Establish, manage and ensure compliance of federal, district, and local regulations and policy; and provide medical surveillance to staff, mandates safety training for all staff members, and audits laboratory facilities to ensure a safe work environment	Daily Service
3 - Create and maintain a highly efficient, transparent, and responsive District government (6 Activities)			
PROCUREMENT	Efficiently procure vital services and resources	Proactively procure the necessary services, supplies, and equipment for the laboratories to meet the daily needs of scientists and agency personnel	Daily Service
PERFORMANCE STATISTICS	Strategically forecast, analyze, and present agency data to determine levels of resource efficiency and goal attainment	Analyze raw data and present graphical visuals of real-time workload from data obtained from LIMS, and other databases to better inform strategic leadership decisions to enhance laboratory services	Key Project
HUMAN RESOURCES	Responsible for human capital management and recruitment for DFS and serves as liaison to external entities	Supports the hiring of new employees and provides employee data on residency, on-board time, and performance plan completion from data pulled from PeopleSoft	Daily Service
EDUCATION AND GRIEF COUNSELING	Education and Grief Counseling Services	Education and Grief Counseling Services	Daily Service
INFORMATION TECHNOLOGY	Ensures all IT systems and databases are operational and secure for scientists and agency personnel to deliver reports and services to stakeholders	Promote and facilitate the effective integration of technology into the DFS divisions by developing, supporting, and maintaining a highly effective, reliable, secure, and innovative information systems to support agency needs	Daily Service
LEGAL	Provide legal advice to the agency and facilitate stakeholder engagement	Facilitate stakeholder engagement, legally advise director level decision-making, train scientists for court testimony and presentation of scientific expertise, draft contracts and agreements with government and private organizations, and process discovery requests	Daily Service

Workload Measures

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual
1 - Conduct professional and expedient crime scene responses, collection, and storage of evidence (2 Measures)			
Number of evidence items received	74,360	77,253	83,529
Number of crime scenes processed	5874	6542	6194
1 - Conduct timely forensic analysis (11 Measures)			
Number of service requests from stakeholders	3927	4194	4387
Number of CODIS database hits	209	229	260
Number of NIBIN database hits	835	775	209
Number of AFIS database entries	9179	7238	7990
Number of CODIS database entries	581	652	770
Number of NIBIN database entries	3667	4257	5081
Number of AFIS database hits	2097	1553	1828
Number of firearms processed for test fire	1995	2229	2271

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual
Number of Gigabytes of data processed	New in 2019	114,140	123,331
Number of items processed in Evidence-processing unit	New in 2019	19,805	16,527
Number of NIBIN leads	New in 2021	New in 2021	New in 2021
1 - Provide timely testing of pathogens of public health significance (3 Measures)			
Number of tests performed for each recieved public health sample	4133	9681	85,377
Number of validation efforts performed	38	28	24
Number of Proficiency Tests performed	167	46	62
2 - Monitor quality compliance with certification requirements (3 Measures)			
Number of Quality Corrective Action Requests opened	60	40	74
Number of stakeholder complaints received	0	0	1
Number of internal audits	5	13	12
2 - Offer training curriculum for professional development (1 Measure)			
Number of training hours completed by employees	3400	3709	4440
2 - Oversee the laboratory environment is both safe and healthy for staff (1 Measure)			
Number of safety incidents reported	23	27	27
3 - Efficiently procure vital services and resources (1 Measure)			
Number of requisitions submitted into PASS	290	323	296
3 - Ensures all IT systems and databases are operational and secure for scientists and agency personnel to deliver reports and services to stakeholders (1 Measure)			
Number of IT service requests received	3479	2953	2013
3 - Provide legal advice to the agency and facilitate stakeholder engagement (4 Measures)			
Number of Subpoenas received and uploaded to LIMS	926	1544	771
Number of discovery requests received	1081	1226	964
Number of MOA/MOUs the agency enters into with other agencies	14	10	8
Number of FOIA requests received	16	101	34
3 - Responsible for human capital management and recruitment for DFS and serves as liaison to external entities (1 Measure)			
Number of employees on-boarded	40	28	25

Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Conduct professional and expedient crime scene responses, collection, and storage of evidence (1 Strategic Initiative)		
Digitization of MPD Crime Scene Record	In FY21, the Central Evidence Unit (CEU) will continue expand document digitization effort for the preservation, retention, and the retrieval of original MPD crime scene files stored at DFS. In collaboration with the Office of the Secretary, Public Records Section, CEU will review existing laws, rules and retention schedules while transferring crime scene files online.	09-30-2022
Conduct timely forensic analysis (6 Strategic initiatives)		
Deliver Intelligence Products	In FY21, DFS will continue to identify trends and patterns in evidence collection based on various geographic District boundaries with focus on Wards 7 and/or 8. Customers and stakeholders can utilize actionable intelligence products to combat violent crimes and enhance public safety.	09-30-2021
EVO-Finder Scanning System Validation and Implementation Plan	In FY21, DFS will utilize the Evofinder to assist scientists with complex microscopic examination of ammunition components and allow for more definitive and timely results within the Firearms Examination Unit (FEU). This FY21 strategic initiative will include system validation testing, the full validation study, collating and interpreting testing statistics, data research and an implementation plan.	09-30-2021
Paperless Firearms Examination Unit	The Firearms Examination Unit (FEU) will start the process of achieving a paperless laboratory by importing all documents into Laboratory Information Management System (LIMS) as an electronic case record.	09-30-2021
Crime Gun Intelligence Center (CGIC) 7 District (Ward 8) initiative will broaden in scope to include the 6 District (Ward 7)	The Crime Gun Intelligence Center (CGIC) 7 District (Ward 8) initiative will broaden in scope to include the 6 District (Ward 7). The Department of Forensic Sciences (DFS) will work with Metropolitan Police Department (MPD) to ensure all cartridge cases recovered from these districts will be prioritized for submission and examination in the Firearms Examination Unit (FEU).	09-30-2021
Latent Fingerprint Unit 360 Review	The Latent Fingerprint Unit (LFU) will conduct an internal 360 review of the laboratory operations, personnel, procedures, and equipment. Since 2015, LFU has implemented many changes, from incorporating new software in casework to going paperless. The objective is to conduct a review to determine how efficient and effective these changes were and whether it should be refined to improve customer service.	09-30-2021

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
A Comparative Analysis: Maximizing DNA testing services by providing more strategic forensic science testing strategies	The DFS Forensic Biology Unit (FBU) will conduct an in depth comparative analysis of all three technologies to further evaluate DNA operations to develop more strategic forensic science testing strategies. As a result, FBU will be able to work more efficiently with stakeholders maximizing DNA testing forensic services based on evidence type.	09-30-2021
Cyber Operations (1 Strategic Initiative)		
JusticeTracker	DFS will create, plan, and design an online portal for the District legal community to obtain the status of DFS requests for testing for active cases. By the end of FY21, DFS will launch an online portal.	09-30-2021
Education and Grief Counseling Services (1 Strategic Initiative)		
Develop a virtual educational outreach program targeted to DC teenagers that can be accessed from anywhere	The Office of Communications will collaborate with DFS outreach programs and with DFS' young, diverse workforce to engage teenagers across the District, and introduce youth to potential pathways to career opportunities in forensic science disciplines. The program will incorporate social media and web-based platforms, as well as in-person visits to the CFL, to showcase how forensic science relates to firearms, drugs, blood, digital devices and other forensic elements. This initiative will include a targeted effort to reach DC youth in Wards 7 and 8 in concert with the Resilient DC Initiative.	09-30-2021
Improve laboratory efficiency through technological advances (1 Strategic Initiative)		
LIMS Award and Upgrade	DFS will identify contractors to assist with the customization and implementation of upgrades to the Laboratory Information System (LIMS) used by all divisions.	09-30-2021
Offer training curriculum for professional development (1 Strategic Initiative)		
Expand the DFS Onboarding Training program	In FY21, DFS will strengthen the DFS Onboarding Training Program to include creation of DFS New Onboarding plan. This will ensure new hires get acculturated to their positions, DFS, and the District government. A discussion of DC government and DFS policies will ensure that they receive a quality start to their career at DFS, understand DFS working culture and bring a commitment not only to DFS but also to DC government in general.	09-30-2021
Provide timely testing of pathogens of public health significance (3 Strategic initiatives)		
Whole Genome Sequencing of SARS-CoV-2 Initiative	DC Public Health Laboratory will expand surveillance testing using Whole Genome Sequencing (WGS) to include both bacterial and viral pipelines to address the needs of District stakeholders. This expansion will include a respiratory viral pipeline containing WGS of SARS-CoV-2 that causes the COVID-19 disease as well as other respiratory viral pathogens. This data will provide information needed to make epidemiological links for contact tracing, outbreaks, and disease monitoring in the District.	09-30-2021
Clinical Testing Support for DBH Opioid Treatment Program	The DC Public Health Laboratory will implement testing for drugs of abuse to support the Department of Behavioral Health's (DBH) needs for better diagnostics. This initiative will provide more accurate and detailed information for the DBH clinics so that better assessments and clinical monitoring can be conducted for their client base. Additionally, drug surveillance trends will be provided to both DBH and the Department of Health (DC Health).	09-30-2021
Improve capacity to respond to biological and chemical terrorism and other emerging infectious disease threats	In FY21, the DC Public Health Laboratory will fulfill mandatory Public Health Emergency Preparedness (PHEP) grant requirements to conduct laboratory testing of human, environmental, and chemical samples for potential biological and chemical terrorism agents.	09-30-2021
Responsible for human capital management and recruitment for DFS and serves as liaison to external entities (1 Strategic Initiative)		
Develop Talent Acquisition Pools for hard to fill DFS roles	DFS's HR will work with Agency Directors and their teams to create a list of hard to fill positions and create talent pools that will accelerate the recruiting process for these critical roles. These talent pools will include individuals who exceed the minimum requirements for each position and evince a strong disposition for a career with the Department of Forensic Sciences.	09-30-2021

DEPARTMENT OF FORENSIC SCIENCES (FR0)
FY 2020 OVERTIME EARNINGS BY EMPLOYEE - TOP 25

Agency Code	Fiscal Year	Program Number	Activity	Employee Name	Position Number	Position Title	Salary	Fringe	Overtime Pay
FR0	20	3020	3020	Krien, Lesley	00045091	Biological Science Laboratory	62,287	14,077	13,522.56
FR0	20	3020	3020	Turner, Stacey D	00088288	Biological Science Laboratory	75,103	16,973	11,434.38
FR0	20	3020	3020	Morris, Katherine	00020554	Medical Technologist	62,287	14,077	9,508.26
FR0	20	3020	3020	Deot, Nia	00094732	Laboratory & Epidemiology Coord	78,487	17,738	7,990.20
FR0	20	3020	3020	Williams, Brandon A	00046344	Medical Technologist	79,371	17,938	7,683.80
FR0	20	3020	3020	Merid, Sosina	00035425	Medical Technologist	100,224	22,651	7,157.96
FR0	20	4020	4020	Williams, Jerome A	00088261	Forensic Scientist (Crime Scen	92,554	20,917	6,575.46
FR0	20	4020	4020	Kimviliakani, Andre M	00087924	Crime Scene Analyst	92,554	20,917	6,068.61
FR0	20	4020	4020	Patton, Precious R	00011046	Forensic Scientist (Crime Scen	84,883	19,184	5,836.02
FR0	20	4020	4020	Fields III, James A	00088253	Forensic Scientist (Crime Scen	92,554	20,917	5,475.89
FR0	20	4020	4020	Bleach, Carena K.	00077628	Forensic Scientist (Crime Scen	89,997	20,339	5,407.90
FR0	20	4020	4020	Vann, Danielle	00090878	Forensic Scientist (Crime Scen	89,997	20,339	5,405.95
FR0	20	3020	3020	Lowry, Jessica E	00096992	Medical Technologist	77,237	17,456	5,179.21
FR0	20	4020	4020	Assayag, Raquel	00045076	Forensic Scientist (Crime Scen	84,883	19,184	4,886.29
FR0	20	3020	3020	Kiehbauch, Julia A.	00077634	Supervisory Microbiologist	135,983	30,732	4,875.18
FR0	20	4020	4020	Rojas, Janice	00090891	Forensic Scientist (Crime Scen	84,883	19,184	4,828.66
FR0	20	3020	3020	Raj, Pushker	00015878	Forensic Scientist Supervisor	150,979	34,121	4,772.54
FR0	20	4020	4020	St. Amant, Sebastian Michael	00077626	Forensic Scientist (Crime Scen	100,940	22,812	4,532.22
FR0	20	4020	4020	Bischof, Samantha D	00077618	Forensic Scientist (Crime Scen	89,997	20,339	4,413.99
FR0	20	3020	3020	Blackwell, Reginald G	00039865	Medical Technologist	100,224	22,651	4,329.54
FR0	20	3020	3020	Weeden, Cleveland N	00075332	Medical Technologist	97,375	22,007	4,306.98
FR0	20	4020	4020	Beaven, Mary	00088268	Forensic Scientist III	107,022	24,187	4,152.30
FR0	20	3020	3020	Short, Luke C	00035582	Supervisory Chemist	150,979	34,121	3,484.14
FR0	20	3020	3020	Maza, Connie R.	00092194	Medical Technologist	79,371	17,938	3,395.20
FR0	20	4020	4020	Price, Erin M	00087613	Forensic Scientist Shift Super	102,801	23,233	3,358.65
AGENCY GRAND TOTAL							\$ 2,362,972	\$ 534,032	\$ 148,582

DEPARTMENT OF FORENSIC SCIENCES (FR0)
FY 2021 OVERTIME EARNINGS BY EMPLOYEE - TOP 25
(as of Pay Period Ended 02/13/21)

Agency Code	Fiscal Year	Program Number	Activity	Employee Name	Position Number	Position Title	Salary	Fringe	Overtime Pay
FR0	21	3020	3020	Atta,Cletus	00102326	Medical Technologist	75,103	15,554	6,512.69
FR0	21	3020	3020	Williams,Brandon A	00046344	Medical Technologist	81,505	16,880	6,309.27
FR0	21	4020	4020	Bleach,Carena K.	00077628	Forensic Scientist (Crime Scen	89,997	18,638	6,210.08
FR0	21	4020	4020	Beaven,Mary	00088268	Forensic Scientist III	107,022	22,164	5,137.73
FR0	21	3020	3020	Chalinho	00102328	Medical Technologist	75,103	15,554	4,881.77
FR0	21	4020	4020	Vann,Danielle	00090878	Forensic Scientist (Crime Scen	89,997	18,638	4,810.69
FR0	21	3020	3020	Walker, Tanisha	00101806	Biological Science Laboratory	62,287	12,900	4,021.57
FR0	21	4020	4020	Roberts,Myeshia	00088284	Forensic Scientist (Crime Scen	89,997	18,638	3,257.01
FR0	21	4020	4020	Rojas,Janice	00090891	Forensic Scientist (Crime Scen	84,883	17,579	3,145.79
FR0	21	4020	4020	Kimvllakani,Andre M	00087924	Crime Scene Analyst	92,554	19,168	2,840.76
FR0	21	4020	4020	Assayag,Raquel	00045076	Forensic Scientist (Crime Scen	87,440	18,109	2,676.58
FR0	21	1090	1090	Swift-Taylor,Patrice A	00077075	Management and Program Analyst	76,126	15,766	2,669.67
FR0	21	1085	1085	Jordan,Richard	00048135	Public Information Officer	106,977	22,155	2,601.49
FR0	21	3020	3020	Williams,Channyn	00102324	Medical Technologist	89,996	18,638	2,520.31
FR0	21	4020	4020	Price,Erin M	00087613	Forensic Scientist Shift Super	102,801	21,290	2,397.04
FR0	21	1090	1090	Haile,Martha N	00018720	Management and Program Analyst	78,487	16,255	2,188.57
FR0	21	3020	3020	Medina Rojas,Maria	00100360	Medical Technologist	75,103	15,554	2,135.61
FR0	21	4020	4020	Harris,Laura	00088262	Forensic Scientist (Crime Scen	92,554	19,168	2,130.56
FR0	21	3020	3020	Merid,Sosina	00035425	Medical Technologist	100,224	20,756	2,109.43
FR0	21	4020	4020	St. Amand,Sebastian Michael	00077626	Forensic Scientist (Crime Scen	100,940	20,905	2,101.30
FR0	21	3020	3020	Morris,Katherine	00088288	Biological Science Laboratory	75,103	15,554	2,066.06
FR0	21	3020	3020	Harvin,Isabel	00102329	Medical Technologist	75,103	15,554	2,058.97
FR0	21	4020	4020	Fields III,James A	00088253	Forensic Scientist (Crime Scen	92,554	19,168	1,943.39
FR0	21	4020	4020	Greenwalt,Grant L	00077619	Crime Scene Sciences Superviso	141,841	29,375	1,909.39
FR0	21	4020	4020	Strong,Leather M	00088267	Forensic Scientist III	103,981	21,534	1,810.78
AGENCY GRAND TOTAL							\$ 2,247,678	\$ 465,494	\$ 80,447

Attachment J

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Attachment J

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Attachment J

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Attachment J

[illegible]

Attachment J

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LABOR AGREEMENT



between the

Metropolitan Police Department

and the

National Association of
Government Employees (NAGE)

Local R3-05

Effective March 8, 2007 – September 30, 2010

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ARTICLE 1 PREAMBLE

Section 1

This agreement is entered into between the Metropolitan Police Department, Washington, DC, and Local R3-05, National Association of Government Employees.

Section 2

The parties to this Agreement hereby recognize that the collective bargaining relationship reflected in this agreement is of mutual benefit and the result of good faith collective bargaining between the parties. Further, both parties agree to establish and promote a sound and effective labor-management relationship in order to achieve mutual understanding of practices, procedures and matters affecting conditions of employment and to continue working toward this goal.

Section 3

The parties hereto affirm without reservation the provisions of this agreement, and agree to honor and support the commitments contained herein. The parties agree to resolve whatever differences may arise between them through the avenues for resolving disputes agreed to through negotiation of this agreement.

Section 4

It is the intent and purpose of the parties hereto to promote and improve the efficiency and quality of service provided by the Department. Therefore, in consideration of mutual covenants and promises herewith contained, the department and Union do hereby agree as follows:

ARTICLE 2 RECOGNITION

The Department recognizes the National Association of Government Employees, as the exclusive representative for a unit consisting of the following employees of the Metropolitan Police Department:

All non-professional employees of the Metropolitan Police Department excluding wage grade employees of the Property Division and the Fleet Management Division, management executives, confidential employees, supervisors or any employee engaged in personnel work in other than a purely clerical capacity.

ARTICLE 3
WAGES AND OTHER BENEFITS

Members covered by this agreement are in compensation unit one (1). The relevant compensation unit 1 package negotiated with the Government of the District of Columbia shall be incorporated in this Agreement.

ARTICLE 4
NO STRIKE CLAUSE

Section 1

For the purpose of this contract, the term "strike" includes any strike or concerted action with others involving failure to report for duty, the willful absence from one's position; the slowdown or stoppage of work; the abstinence in whole or part from the full, faithful, and proper performance of the duties of employment or in any manner interfering with the operation of the Department for the purpose of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment.

Section 2

Neither the Union nor any employee in the bargaining unit shall initiate, authorize, actively support or participate in a strike.

Section 3

The Department may discipline, as deemed appropriate, any employee who engages in a strike.

Section 4

In the event of a strike as prohibited by this Article, the Employer agrees that there shall be no liability on the part of Local R3-05, provided that upon notification, in writing, by the Employer of said strike, Local R3-05 meets the following conditions:

1. Within not more than eight (8) hours after receipt of written notification by the Employer of any strike, Local R3-05 shall publicly disavow the action by issuing a statement to the media stating that the strike is unauthorized and unsupported by the Union.
2. Local R3-05 shall in good faith promptly direct the employees in the bargaining unit to return to work.

3. The Union's failure to comply with the above conditions, in the event of a strike in which members of the bargaining unit participate, shall be grounds for the Employer to terminate this contract.

Section 5

Management agrees that no employee will be prevented from reporting for work and performing his duties solely because of any dispute between the parties hereto.

ARTICLE 5 MANAGEMENT RIGHTS

Section 1

The Metropolitan Police Department retains the sole right in accordance with applicable laws and rules and regulations:

1. To direct employees of the Agency;
2. To hire, promote, transfer, assign and retain employees in positions within the agency and to suspend, demote, discharge or take other disciplinary action against employees for cause;
3. To relieve employees of duties because of lack of work or other legitimate reasons;
4. To maintain the efficiency of the District government operations entrusted to them;
5. To determine the mission of the Agency, its budget, its organization, the number of employees and the number, types and grades of positions of employees assigned to an organizational unit, work project or tour of duty, and the technology of performing its work, or its internal security practices; and
6. To take whatever actions may be necessary to carry out the mission of the District Government in emergency situations.

Section 2

Those inherent managerial functions, prerogatives, and policy making rights, whether listed above or not, that are in accordance with the applicable laws, rules, and regulations are hereby retained by the Department.

Section 3

Those management rights that have not been expressly modified or restricted by a separate distinctive article of this Agreement are not in any way, directly or indirectly, subject to the grievance and arbitration procedures contained herein.

Section 4

When a Departmental General Order or Regulation directly impacts on the conditions of employment of unit members, such impact shall be a proper subject of consultation or negotiation, as appropriate, with the Employer.

ARTICLE 6 RIGHTS OF EMPLOYEE REPRESENTATION

Section 1

Designated employee representatives will be free from reprisal, coercion or discrimination in the exercise of their right to act on behalf of an employee or group of employees within the bargaining unit.

Section 2

One (1) Chief Steward and up to twelve (12) Shop Stewards shall be designated by the Union and shall be accorded recognition by the Employer as employee representatives for the employees in the bargaining unit.

Section 3

Stewards are authorized to perform and discharge the duties and responsibilities as assigned under the grievance procedure.

Section 4

The Union will supply management with the names of all the employee officials of the Union and all stewards.

Section 5

Subject to security and safety, Union officials who are non-employees will be allowed to visit work sites, after prior notification and approval, to carry out their responsibilities under the terms of this Agreement.

Section 6

Stewards may be contacted by employees concerning complaints and grievances during working hours but not for the purpose of discussing other Union matters. In the event such contact would require the employee to leave his/her duty post, he/she must first obtain permission from his/her supervisor.

Section 7

Officials of the Union, who are employees, and stewards, shall notify their immediate supervisor when they desire to leave their work assignments to carry out their duties under the grievance procedure.

Section 8

The official or steward shall be granted official time unless the work situation or an emergency precludes the granting of such official time. If official time is denied, the steward will be informed at that time when he/she will be granted official time. If the immediate supervisor is not available, notification will be made to the next higher level of supervision.

Section 9

The Employer shall provide Union stewards, employees and Union officials with official time in the manner hereinafter described to receive, investigate, prepare and present grievances to management.

1. An employee may request the presence of a Union representative during an interview by the Employer if he/she believes the interview/meeting may result in disciplinary action. A Local Union representative shall be given the opportunity to be present following such a request.
2. Upon the employee's request for Union representation, the Employer shall allow the employee time to consult with the Union representative regarding the subject and purpose of the meeting. A Union representative shall be given the opportunity to be present following such a request. In no event shall the meeting be delayed beyond 24 hours unless mutually agreed.
3. Upon the employee's request, official time shall be granted as needed within scheduled working hours to report grievances to Union representative(s) and to management.
4. Union stewards and officials shall be granted official time to investigate, receive and present a grievance in accordance with the provisions of the negotiated grievance

procedure. Time shall be allowed for travel if it becomes necessary for a steward to go to another police facility to represent an employee.

Section 10

Constitutionally and officially elected delegates shall be granted five (5) days administrative leave to attend the NAGE National Convention.

Section 11

Employees elected to any Union office or selected to do Union work which takes them from their employment with the Employer shall, at the written request of the Executive Vice-President of the Local's Parent Organization, be granted a leave of absence without pay. The initial leave of absence shall not exceed one year. Leaves of absence for such Union business shall be extended for similar periods upon request. The cost of any employment benefits retained by the employee during such absence shall be paid by the Union.

ARTICLE 7 PROBATIONARY EMPLOYEES

Employees serving a probationary period shall not be entitled by virtue of this Agreement to any rights and/or privileges that exceed or are in conflict with the provisions of the Comprehensive Merit Personnel Act, or any Departmental rules and regulations governing probationary employees.

ARTICLE 8 DUES

The Employer agrees to withhold Union dues from the wages of unit employees who authorize such deductions by signing the voluntary salary allotment form or service fees as provided in Union Security, Article 9, Section 2.

The amount to be deducted shall be certified to the Employer by the duly authorized officer of NAGE. The aggregate biweekly deductions for all employees shall be remitted biweekly, together with an itemized statement to the duly authorized officer of NAGE, immediately after such deductions are made.

Members can choose to become service-fee payers at any time.

ARTICLE 9 UNION SECURITY

Section 1

The Union shall be responsible for representing the interests of all unit employees without discrimination and without regard to membership in the Union.

Section 2

In keeping with the principle that employees who benefit by the Agreement should share in the cost of its administration, the Union shall require that employees who do not pay Union dues shall pay an amount (not to exceed Union dues) that represents the cost of negotiation and/or representation. Such deductions shall be allowed when the Union presents evidence that at least 51% of the members in the unit are members of the Union.

Section 3

Membership in the Union or payment of the service fees shall not be a condition of employment.

Section 4

If any court action is brought against the Employer, as a result of the service fee provisions of this Agreement, the Union shall intervene as a party defendant for the purpose of defending the propriety of the contract under the law.

Section 5

The Union shall have access to all new and rehired employees to explain Union membership, services and programs. Such access shall occur during either a formal orientation session or upon such employee's reporting to their work site within thirty (30) calendar days of employee's appointment or reappointment. A list of new hired employees shall be furnished to the Union by the end of each month. One week prior to all scheduled orientations, the Employer shall provide written notice to the Union president.

ARTICLE 10 LABOR-MANAGEMENT COOPERATION

Section 1

The Employer agrees that representatives of the Union and management may meet monthly, or as necessary, for the purpose of discussing issues of common interests and establishing and maintaining labor-management cooperation by a committee composed of equal numbers from both

parties. Such Union-management meetings will be held during normal working hours without loss of pay to those employees attending.

Section 2

The purpose of these meetings shall be to discuss different points of view and exchange views on working conditions, terms of employment, matters of common interest or other matters which either party believes will contribute to improvement in the relations between them within the framework of this Agreement. It is understood that appeals, grievances or problems of individual employees shall not be the subject of discussion at these meetings, nor shall the meetings be for any other purpose which will modify, add to or detract from the provisions of this Agreement.

Section 3

The Department and the Union agree to exchange agendas of topics to be discussed at least five (5) days in advance of the date set for the meeting. If unusual circumstances or timeliness of events do not allow for inclusion of discussion items on the agenda submitted in advance of the meeting, the Department or the Union may present discussion items at the scheduled meetings, and the issues thus presented may either be discussed by both parties or tabled, by either party, for later discussion.

ARTICLE 11 NON-DISCRIMINATION AND AFFIRMATIVE ACTION

Section 1 - Non-discrimination

1. Both parties shall share equally the responsibility for applying the provision of this Agreement to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, religion, national origin, political affiliation, handicap or sexual orientation.
2. The Employer agrees not to interfere with the rights of employees to become members of the Union and there shall be no discrimination, interference, restraint or coercion by the Employer or an Employer representative against any employee because of Union membership or because of any employee activity in an official capacity on behalf of the Union.

Section 2 - Affirmative Action

1. The Employer will continue to conduct an affirmative action program and a workplace environment plan formulated and implemented in accordance with applicable laws and regulations.
2. The Union shall have one (1) member on the Employer's EEO Counselor List selected

by the Union president or his/her designee. The member shall be either a local executive board member or a shop steward/Union representative.

3. The Union shall be provided the opportunity for involvement in the assessment and development stages of the Employer Affirmative Action Plan. In addition, the Union may submit written comments and suggestions for the Employer's consideration during the assessment and development stages.
4. The Employer agrees to provide the Union with a reasonable number of copies of the Affirmative Action Plan and will make it available for review by employees. Additionally, the Employer will provide a copy of the EEO complaint procedure to the Union and to employees.
5. The Employer and the Union will respect an employee's right to file a formal discrimination complaint under the Metropolitan Police Department's equal employment opportunity program (EEO).
6. Final selection and appointment of EEO Counselors is a management responsibility. The Union will be provided with a list of the names of the EEO Counselors and EEO Officer.
7. Allegations of discrimination based on Union affiliation may be grieved and arbitrated under this Agreement. All other allegations of discrimination will be filed with the Department's EEO office, the District's Office of Human Rights or the U.S. EEO office.

ARTICLE 12 USE OF FACILITIES

Section 1

The Union agrees to request, in advance, the use of space to conduct Union meetings during non-working hours of employees involved. If the request for the use of space is approved, reasonable care will be exercised in using the space and the area will be left in a clean and orderly condition. When use of the facilities is to be scheduled after 1600 hours, the Union will request this use three (3) days in advance.

Section 2

The Employer agrees to provide bulletin boards in appropriate areas for use by the Union. Material posted on these boards must be related to legitimate interests of the Union and bear the signature of a Union representative who is an employee of the Agency.

Section 3

The Employer agrees to designate a mailbox within the Department's internal mail system for use by the Union.

Section 4

The Employer agrees to furnish to the Union a suitable location in each district or at department headquarters which will normally be available to the Union in connection with the handling of employee grievances and complaints. If that area, however, is not then available, a like area will be made available.

ARTICLE 13 CONTRACTING OUT

Section 1

It is understood that decision regarding contracting out are within the discretion of the department. Prior to contracting out which deviates from the agency's past practice, the Employer agrees to consider existing resources, to consult with the Union and agrees to consider the views, recommendations or suggestions offered by the Union.

Section 2

The Employer agrees to notify the Union within thirty (30) calendar days of any contracting out actions, which will displace any career employee. The Employer further agrees to minimize displacement action through realignment, retraining and restricting hiring and to exert other action necessary to retain career employees consistent with applicable laws and regulations and to place employees who have been displaced by such action in other available vacant positions within MPD for which they are qualified and able to perform with minimum training. "Minimum training" refers to instruction intended to familiarize and acclimate reassigned employees with the procedures followed in a new position/department.

ARTICLE 14 EMPLOYEE LISTS

Quarterly, during the term of this Agreement, the Employer shall provide the Union, upon request, with an alphabetical list of employees in the bargaining unit. This list shall include the employee's name, address, telephone number, assignment and service computation date.

ARTICLE 15 VACANCY ANNOUNCEMENTS

Section 1

All Vacancy Announcements for positions covered by this Agreement, for which the area of consideration is unlimited, will be posted on the District's Office of Personnel web site for at least ten (10) days. Vacancy announcements for which the area of consideration is limited to the Metropolitan Police Department will be open for at least five (5) days and carried in the Dispatch, and on the MPD website for five (5) days.

Section 2

Employees must submit an application in the manner outlined in the announcement to be considered. The Department agrees to advise candidates that their application has been received, upon telephonic request by the applicant. Non-selected applicants will be notified by the Department of their non-selection. Competitive or non-competitive appointment or promotion from a group of candidates who were properly qualified, ranked or certified is not grievable under this contract.

Section 3

Where all other factors are equal among applicants, the vacancy shall be filled by the applicant who has seniority in the Department.

Section 4

Employees may individually or with a Union representative request a final review of a specific promotion action for which they applied and were not selected.

ARTICLE 16 JOB DESCRIPTIONS

Section 1

Each employee covered by this agreement shall be supplied with a copy of his/her job description. The Union shall be supplied with a copy of each job description upon request. The Union shall be given the opportunity to review substantial changes in job descriptions prior to implementation. This review will not delay the implementation of changes.

Section 2

The phrase “performs other duties as required or assigned” and phrases of similar nature in the job description are understood to mean duties, which are reasonably related to the duties outlined.

Employees will not be required to work outside of their job descriptions on a regular basis.

Section 3

An employee may appeal the classification of his position at any time.

ARTICLE 17 REDUCTION IN FORCE

Section 1

The Employer agrees to provide the Union with advance information concerning a reduction in force.

Section 2

The Employer further agrees to minimize the effect on career employees to whatever extent possible through reassignment, retraining, or restricting recruitment and any other appropriate means to avoid separation of employees in full compliance with all laws and regulations of the District of Columbia.

ARTICLE 18 SCHEDULING

Section 1 – Work Schedule

Work schedules showing the employee's shift, work days and hours shall be posted or otherwise made known to the employee. The workweek for full-time employees shall normally consist of five consecutive days, eight (8) hours of work, Monday through Friday, totaling forty (40) hours unless the employee is assigned to a twenty-four (24) hour operational unit.

Special schedules shall be established for employees who are assigned in a twenty-four (24) hour operational unit and are required to work on Saturday and/or Sunday as part of their regular workweek. The workday for employees assigned in a twenty-four (24) hour operational unit shall consist of eight (8) hours of work. Work schedules for employees assigned to these units shall be posted and show the employee's workdays, tour of duty and days off or otherwise made known to the employee.

Section 2 – Changes In Work Schedule

Prior to any changes to the employee's work schedule, the Employer shall provide the employee with a fourteen (14) day notice. The Employer will also furnish the employee the reasons for the new assignment or change in the work schedule.

An employee's workweek or tour of duty shall not be changed for brief periods of time or on short notice for the purpose of avoiding the payment of overtime. Except when the Chief of Police determines that a unit would be seriously handicapped in carrying out its function or that costs would be substantially increased, the working hours in each day in the basic workweek shall be the same.

Section 3 - Rest Periods

All employees shall be provided two fifteen (15) minute rest periods for each tour of duty.

The same principle shall apply for overtime worked beyond the regular shift except that the employees need work only one (1) or more hours to qualify for the first fifteen (15) minute overtime rest period. Where possible, this initial overtime rest period shall be granted prior to the beginning of overtime work.

Section 4

Unit employees shall be granted a ten (10) minute personal cleanup period, if needed, prior to the end of the tour of duty.

ARTICLE 19 LEAVE

Section 1 – Annual Leave

Annual leave shall be requested by the employee from their immediate supervisor or his/her designee. Management agrees to provide the employee an opportunity to use the annual leave that is earned. Requests for annual leave will not be denied without sufficient cause and shall be based upon factors which are reasonable, equitable and do not discriminate against any employee or group of employees. Leave previously approved will not be cancelled or rescheduled by the employer without a good and sufficient reason, which shall be in writing in the remarks section on the DCSF-71.

Any normal requests for accumulated annual leave must be submitted on a DCSF-71 to the immediate supervisor or his/her designee. Requests for one day of leave or more shall be requested at least one (1) day in advance. Management shall allow an employee to submit an annual leave request four (4) months or more in advance, but no more than 12 months prior to

the date(s) the leave is requested.

It is the responsibility of the employee to notify his/her supervisor of the need for emergency annual leave prior to his/her tour of duty when possible. Call-in for emergency annual leave shall be at least one (1) hour before the start of the tour of duty, and will state the reason for the requested leave and the expected duration.

Requests for annual leave shall be approved on a first received basis. But in the event two or more requests for the same period are received and staffing requirements prevent the granting of all such requests, when objective considerations are equal, the conflict shall be resolved on the basis of employee seniority as determined by D.C. Service computation data.

If an employee is unavoidably or necessarily absent for less than one hour, or tardy, the Agency, for adequate reason may excuse him or her without charge to leave. When an employee is charged with leave or placed on any type of non-pay status, the Agency may not require him or her to perform work for any part of the leave charged against his or her account or non-pay period.

At retirement, resignation or separation, employees shall receive a lump sum payment for all annual leave not used to offset debt to the Department.

Section 2 – Sick Leave

Accrued sick leave shall be granted to employees incapacitated by illness from the performance of their duties. Employees shall request sick leave as soon as possible on the first day of sickness and shall inform his or her supervisor of the expected length of absence. If the incapacity lasts longer than estimated, the employee shall contact the supervisor and provide a revised estimate.

In the event of an unforeseen emergency, a family member may contact the employee's supervisor; however, the employee must make direct contact with his/her supervisor or the next higher level manager as soon as practical but no later than the employee's end of tour of duty.

Accrued sick leave shall be requested and approved in advance for visits to and/or appointments with doctors, dentists, practitioners, opticians, chiropractors, etc. and for the purpose of securing diagnostic examinations, treatments and x-rays.

If absent three (3) workdays or less, the employee shall be required to certify to his or her incapacity by initialing the time and attendance report or by signing the DCSF-71, application for leave. An absence in excess of three (3) workdays should be supported by a medical certificate the reverse of the DCSF-71, or similar statement. In the event that the illness was of a nature that medical treatment was not required, the employee's supervisor (or appropriate official) may accept a suitable statement signed by the employee in lieu of a medical certificate.

If, however the illness was of such a nature that medical treatment could not be obtained because of remoteness or location or other reason, the person responsible for approving leave may accept an appropriate statement signed by the employee in lieu of a medical certificate. The minimum charge for sick leave is one hour; additional charges are in multiples of one hour.

Where there is reason to believe that sick leave is being abused, the supervisor should notify the employee in writing that a medical certificate will be required for any future absence that is to be charged to sick leave, regardless of its duration. When it is determined that an absence is not properly chargeable to sick leave or annual leave, absence without leave shall be charged. Unapproved absences also may be made a basis for disciplinary action.

Permanent employees who have completed their probationary periods shall be eligible to request advance sick leave. An employee who has completed one (1) year of service shall be granted up to thirty (30) days of advance sick leave upon submission of medical certification and as allowed by departmental rules.

Section 3 - Family and Medical Leave

At the request of the employee, and pursuant to D.C. Official Code § 32-501 et seq., employees shall be entitled to up to sixteen (16) weeks of family and medical leave in accordance with the District of Columbia Family and Medical Leave Act (FMLA). Employees are also entitled to twelve (12) weeks of federal FMLA leave. An employee is not entitled to both types of leave in one year.

Maternity leave of absence shall be granted to pregnant employees who request same. The leave shall commence upon the date requested by the employee and may continue up to four (4) months. Employees must qualify for maternity leave under the Family Medical Leave Act. Maternity leave may be any combination of accumulated annual leave, sick leave, compensatory time or leave without pay at the employee's option. A pregnant employee shall be entitled to use accrued sick leave for the period she is unable to work for medical reasons certified by a physician.

Paternity leave shall be granted for a period of up to sixteen (16) weeks following the birth of a child, adoption and foster child and/or children. Such leave shall consist of annual leave and or compensatory time.

Section 4 – Leave of Absences

The Chief of Police may grant an employee leave without pay, up to one (1) year, in the event of serious illness. Any prior leave, D.C. or federal, counts toward the year.

Section 5 – Leave for Blood Donation

Employees shall be granted paid leave not to exceed four (4) hours on any one occasion for the purpose of donating blood, in accordance with D.C. personnel regulations.

ARTICLE 20 TRAINING

Section 1 – Basic Training

Other than skills necessary to qualify for the position, the Employer agrees to provide each employee with basic training or orientation for the safe and effective performance of his/her job. Such training shall be provided at the Employer's expense and, if possible, during the employee's regular workday. If the employee is required to participate in training outside of regular work hours, the employee will be compensated in accordance with the Compensation Units 1 and 2 Agreement.

Section 2 – Reassignments and New Assignments

When employees are reassigned to new positions or assigned new duties in connection with their current positions, the Employer will provide the training necessary to enable employees to perform all required duties. This training may be on the job training.

Section 3 – Continued Training Opportunities

Training and reimbursement for training will be governed by the Department's tuition reimbursement program.

Section 4 – Career Training and Development

The employer will attempt to publicize available training opportunities and courses for employee development and advancement, by posting advertisements on the Department's website and in the Department's Dispatch.

Section 5 – Funding

Where the agency, in its sole discretion, is unable to fund training, such decision will not be grievable or arbitrable.

ARTICLE 21 SAFETY AND HEALTH

Section 1

The Employer will make every effort to provide and maintain safe working conditions. The Union will cooperate in these efforts and encourage its members to work in a safe manner and to obey established safe practices and regulations.

Section 2

The Employer will take prompt and corrective action to correct any unsafe condition or act which is reported. No employee shall be required to continue to work where an immediate hazard to health and safety exist.

Section 3

Protective devices and other equipment necessary for the protection of employees from injury shall be provided by the Employer whenever such devices and equipment are necessary. Proper ventilation shall be provided and maintained where there may be danger from chemical fumes.

Section 4

The Department and the Union agree to establish a standing Joint Safety Committee which shall meet as necessary, upon mutual agreement, to review safety conditions; to discuss matters of mutual interest and benefit pertaining to safety; and to make recommendations for improvement of safety conditions to the Chief of Police.

Section 5

The Joint Safety Committee shall consist of not more than two (2) individuals appointed by the department and two (2) individuals appointed by the Union, who shall be selected annually to serve on the committee for a period of one year. The Union shall notify the Chief of Police in writing of the names and work locations of their appointees and the names and work locations of a designated alternate for each standing member.

Section 6

A summary report of the Committee's meeting(s) shall be submitted quarterly to the Chief of Police. If additional meetings are held, summary reports of those meetings shall also be submitted. The recommendations of the committee, including dissenting or additional recommendations by individual committee members, shall be submitted in writing to the Chief of Police subsequent to each meeting.

Section 7

The Chief of Police shall, within twenty (20) days from receipt of the recommendations of the Committee, advise the Committee in writing of his decision on the recommendations submitted.

Section 8

The members of the Joint Safety Committee appointed by the Union shall be granted official time to attend meetings when they occur during the regular working hours of the employees. The Union shall notify the Department's Labor Relations Representative at least one (1) day in advance of any scheduled meeting if an alternate will attend in the absence of the appointed member.

Section 9

If an employee in a position identified by the Chief of Police is injured in the performance of his or her duty, the Chief of Police shall have the discretion to identify a "light duty" detail for that employee, considering first any available positions within the employee's unit. The light duty detail shall be terminated as soon as the employee is medically able to return to his or her permanent assignment. The light duty detail may last no more than 90 days, except that the Chief of Police shall have the discretion to extend the detail, provided the prognosis is that the employee is not permanently disabled and will medically recover to the point of being able to return to his or her permanent assignment. The "light duty" detail shall not be to a position carrying additional compensation. Under no circumstances will the employee be considered "assigned" to the detailed, light duty position.

Section 10

Disputes arising under this Article shall not be subject to the negotiated grievance procedure.

ARTICLE 22 PERSONNEL FILES

Section 1

The official personnel files of all personnel covered by this Agreement shall be maintained only in Human Services.

Section 2

Each employee shall have the right to examine the contents of his/her personnel file and request copies of material in the file subject to D.C. Official Code § 1-631.05.

Section 3

Each employee shall have the right to present information immediately germane to any information contained in his or her official personnel record and seek to have irrelevant, immaterial or untimely information removed from the record.

Section 4

Records of corrective actions or adverse action shall be removed from an employee's official file in accordance with the District Personnel Manual (DPM).

Section 5

Upon presentation of written authorization by an employee, the Union representative may examine the employee's personnel file and make copies of the material as deemed necessary subject to the limitations of section 2 of this Article.

Section 6

Any material commending an employee shall be forwarded to Human Services to be placed in the Official Personnel File.

Section 7

The rights of employees pertaining to their Official Personnel Files shall be extended to apply to any employee's personnel file maintained by the Department.

ARTICLE 23 DISTRIBUTION OF CONTRACT

The Employer agrees to print this Agreement utilizing its in house facilities and Union agrees to share its cost. The Local President will be provided with 600 copies for distribution to members.

ARTICLE 24 DISCIPLINE

Section 1

Discipline shall be administered in a fair, equitable, consistent objective and nondiscriminatory manner. Disciplinary action shall not be taken in a manner that is retaliatory or constitutes harassment. Employees shall not be subject to restraints, interference, coercion or reprisals when participating in the disciplinary process.

The Employer agrees that adverse or disciplinary action will not be taken against an employee without cause. For the purpose of this Article, discipline shall include the following:

1. Corrective Action – official verbal counseling; official verbal warning; official reprimand or suspension of three (3) days or less.
2. Adverse Action – suspension of four days or more; reduction in grade or removal.

Section 2

Discipline shall be appropriate to the circumstances and shall be corrective rather than punitive in nature, and shall reflect the severity of the infraction. Discipline shall be administered to reflect the severity of infraction, consistent with the principles of progressive discipline. Progressive discipline does not require all discipline to start at the corrective level. Some infractions will support adverse action for the first offense.

In appropriate cases, consideration shall be given to correcting the problem through progressive discipline and the use of the employee assistance programs as provided under D.C. Official Code § 1-620.07.

Section 3

For purposes of disciplinary actions and penalties, days are defined as workdays (not including Saturdays, Sundays or legal holidays).

An employee's prior disciplinary record shall be considered in selecting the appropriate penalty. However, the following time limits on prior disciplinary actions shall apply when determining the appropriate discipline:

1. A reprimand or lesser penalty shall be considered a prior offense and may be cited only within two (2) years of the effective date of the reprimand, and only if it was not withdrawn earlier by the deciding official issuing the reprimand or by other competent authority.
2. A prior corrective or adverse action except reprimands or lesser penalties shall be considered a prior offense and may be cited only within three (3) years from the effective date of the action, and only if it was not withdrawn earlier by the deciding official issuing the action or by other competent authority.

Section 4

If a supervisor has reason to verbally admonish, reprimand or discipline an employee, it shall be done in private and in a manner that shall not embarrass the employee before other employees or the public.

Section 5

An employee, against whom corrective action is proposed, shall be provided with an advance written notice of ten (10) business days. The employee shall have ten (10) business days to respond in writing and/or in person to the corrective action proposal.

Any form of corrective action taken against an employee may be appealed through the grievance procedure, beginning at the appropriate step, to the Chief of Police and will not be subject to further appeal.

Section 6

An employee, against whom adverse action is proposed, shall be provided with an advance written notice of fifteen (15) calendar days. The employee shall have fifteen (15) calendar days to respond to the adverse action proposal.

If any disciplinary action results in a suspension without pay in excess of three (3) days, a reduction in grade, or a removal, the Union may on behalf of the employee appeal the final Agency action to arbitration as provided in Article 25.

If the Union declines to advance an appeal to arbitration, or at the election of an employee, an appeal may be made to the Office of Employee Appeals on those disciplinary actions that result in a suspension without pay for ten (10) days or more, a reduction in grade or a removal.

Section 7

The Employer agrees that the notice of proposal for corrective or adverse action will identify the causes and the reasons for the proposed action. The Employer agrees to notify the employee of his/her right to representation in corrective or adverse actions. The material upon which the proposed discipline is based shall be made available to the employee and/or his/her authorized representative for review. The employee and/or his/her authorized representative shall be entitled to receive copies of the material within a reasonable time.

Any information that cannot be disclosed to the employee and/or his/her representative shall not be used to support the proposed action.

Section 8

An employee shall be given four (4) hours of administrative leave to prepare for his/her defense against a proposal for suspension of four (4) or more days or removal. An employee shall be given two (2) hours of administrative leave to prepare for his/her defense against a proposal of suspension for three (3) days or less.

Section 9

A Commander/Director or his/her designee may attempt to resolve a suspension of ten (10) days or less after a conference with an affected employee and his Union representative (unless representation is voluntarily waived by the employee) without resorting to the steps outlined elsewhere in this Article. If discipline is recommended by an Administrative Board or by a Commander or Director other than the one to whom the employee is permanently assigned, the Conference shall be held with the Department Disciplinary Review Officer (DDRO). The employee, once notified and prior to the conference, may review the relevant investigative report. The following conditions apply to the conference:

1. The penalty does not exceed a fine or suspension of ten (10) days.
2. Transfer, reassignment, and nontraditional penalties including, but not limited to, community service, counseling, etc. are specifically permitted under this Section;
3. The affected employee voluntarily agrees to the penalty and waives all appeal rights after having been given an opportunity in the conference to present his/her side of the matter;
4. Any statements made in the conference (including proposed settlement) or actual agreement shall not be used by either party as evidence or precedent in that case or any other; except that the outcome of such a conference may be considered in the future for purposes of progressive discipline.
5. If an agreement is not reached between the affected employee and the Commander/Director (or designee), or the DDRO, where applicable, normal disciplinary procedures shall be followed in imposing any penalty.

ARTICLE 25 GRIEVANCE PROCEDURE

A. PURPOSE

The purpose of this grievance procedure is to establish effective machinery for the fair, expeditious and orderly adjustment of grievances. Only an allegation that there has been a violation,

misapplication or misinterpretation of the terms of this Agreement shall constitute a grievance under the provisions of this grievance procedure.

B. PRESENTATION OF GRIEVANCES

Section 1

A grievance may be brought under this procedure by one or more aggrieved employees with or without Union representation.

1. If a grievance involves all the employees in the bargaining unit, the grievance may be filed by the Union as a class grievance directly at Step 2 of the grievance procedure. It is understood that grievances filed by the Union as class grievances will be processed only if the issue raised by the grievance is the same as to all employees involved.
2. If a grievance involves a group of employees within a district or division, the grievance may be filed by the Union on behalf of the group of employees or by the group of employees at the appropriate management level authorized to resolve the issue.

Section 2

A grievance shall not be accepted by the Department or recognized as a grievance under the terms of this Agreement unless it is presented by the Union and/or the employee to management at the oral Step of this procedure not later than ten (10) business days from the date of the occurrence giving rise to the grievance or within ten (10) business days of the employee's knowledge of its occurrence, or in the case of class grievances, by the Union not later than thirty (30) business days from the date of the occurrence giving rise to the grievance or within thirty (30) business days of the Union's knowledge of its occurrence at Step 2 of the procedure.

Section 3

A grievance not submitted by the employee within the time limits prescribed for each step of the procedure shall be considered satisfactorily settled on the basis of the last decision received by the employee which shall not be subject to further appeal, nor shall the Union be entitled to pursue the grievance further. A grievance not responded to by the appropriate management representative within the time limits specified at any step shall enable the employee to pursue the grievance at the next higher step of the procedure.

Section 4

The time limits prescribed herein may be waived by mutual agreement, in writing, by the parties hereto, but if not so waived must be strictly adhered to.

C. PROCEDURAL STEPS

Informal Step

The aggrieved employee, with or without his Union representative, shall meet with the management official at the lowest level capable of resolving the grievance, who is not a member of the certified bargaining unit, and orally discuss the grievance. If the official lacks the authority to resolve the grievance, he/she shall refer the employee to the appropriate management official. The official shall make a decision and orally communicate this decision to the employee within three (3) business days from the initial presentation of the grievance.

Step 1

Section 1

If the grievance is not resolved informally, the employee shall submit a written grievance to his or her Manager, Commanding Officer or Division Chief within seven (7) business days following the informal response. The specific written grievance presented at Step 1 shall be used solely and exclusively as the basis for all subsequent steps. The employee shall be represented at Step 1 by his/her steward or Union representative. The written grievance at this step shall contain the following:

1. A statement of the specific provisions(s) of the Agreement alleged to have been violated, misapplied or misinterpreted;
2. The manner in which the provision is purported to have been violated, misapplied or misinterpreted;
3. The date or dates on which the alleged violation, misinterpretation or misapplication occurred;
4. The specific remedy or adjustment sought;
5. Authorization for the Union or other employee representative, if desired by the employee, to act as his/her representative in the grievance; and
6. The signature of the aggrieved employee or the Union representative, according to the category of the grievance.

If the grievance does not contain the required information, the grievant shall be notified and granted five (5) business days from the receipt of the notification to resubmit the grievance. Failure to resubmit the grievance as required within the five (5) business day period shall void the grievance.

Section 2

The employee's Manager, Commanding Officer or Division Chief shall respond in writing to this grievance within seven (7) business days of its receipt. The written response shall contain the following:

1. An affirmation or denial of the allegations upon which the grievance is based;
2. An analysis of the alleged violation of the agreement;
3. The remedy or adjustment, if any, to be made; and
4. The Signature of the appropriate management representative.

Step 2

1. If the grievance is not resolved at Step 1, the employee shall submit a written grievance to the Chief of Police within seven (7) business days following receipt of the Manager, Commanding Officer or Division Chief's response. The written grievance filed at this step need not be signed by the employee. The Chief of Police, or his/her designee, shall respond in writing to the grievance within seven (7) business days of its receipt.
2. Class grievance shall be submitted by the Union in writing at this step of the grievance as provided for in Part B, Section 1.1 of this Article and shall contain the following:
 - a. A statement of the specific provision(s) of the Agreement alleged to have been violated;
 - b. The manner in which the provision is purported to have been violated;
 - c. The date or dates on which the alleged violation occurred;
 - d. The specific remedy or adjustment sought;
 - e. A statement that the grievance involves all employees in the bargaining unit and that the issue or issues raised by the grievance are the same to all employees involved;
 - f. Signature of the President of Local R3-05;
 - g. The required information must be furnished in sufficient detail to identify and clarify the matter at issue which forms the basis for the grievance. If the grievance does not contain the required information, the President of Local R3-05 shall be

notified and granted five (5) business days from receipt of the notification to resubmit the grievance. Failure to resubmit the complaint as required within the five (5) day period shall void the grievance.

The Chief of Police, or his/her designee, shall respond in writing to the class grievance within twenty-one (21) business days of its receipt.

D. GENERAL

Section 1

The Department and the Union agree that every effort will first be made to settle the grievance within the Department and at the lowest possible level.

Section 2

The employees in the unit and the Union shall follow the procedures set forth in this Article with respect to any grievance they may have and shall not follow any other course of action to resolve their grievances. If either breaches this provision, the right to invoke the provisions of this Article as to the incident involved shall be forfeited.

Section 3

The settlement of a grievance prior to arbitration shall not constitute a precedent in the settlement of a grievance.

Section 4

The fact that a grievance is raised by an employee, regardless of its ultimate disposition, shall not be recorded in the employee's personnel file or in any file or record utilized in the promotion process; nor shall such fact be used in any recommendations for job placement; nor shall an employee be placed in jeopardy or be subject to reprisal for having followed this grievance procedure.

Section 5

If an employee is given a directive by a supervisory authority which he/she believes to be in conflict with the provisions of this Agreement, the employee shall comply with the directive at the time it is given and thereafter exercise his/her right to grieve the matter. The employee's compliance with such a directive will not prejudice the employee's right to file a grievance, nor will his/her compliance affect the resolution of the grievance.

Section 6

The presentation and discussion of grievances provided for in this Article shall be conducted at a

time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, to attend. No witnesses shall be heard unless their relevancy to the case has been established. Such witnesses shall be present only for the time necessary for them to present personal testimony. When the presentation and discussion of grievances or hearings as provided for in this procedure are held during the normal working hours of the participants, all employees who are entitled to be present shall be excused with pay for that purpose. An employee scheduled to work shift work or weekends will have his/her hours changed to coincide with the time of the hearing.

Section 7

No recording device shall be utilized during any step of this procedure. No person shall be present at any step for the purpose of recording the discussion.

E. ARBITRATION

Section 1

The parties agree that arbitration is the method of resolving grievances which have not been satisfactorily resolved pursuant to the grievance procedure and may be used by the Union to appeal certain disciplinary actions as outlined in Article 24.

Section 2

Within thirty (30) days of the decision of the Chief of Police on a grievance, a disciplinary action or on a final Agency Action, the Union, on behalf of an employee, may advance the matter to arbitration.

Section 3

An attempt will be made to reach agreement on the issue or conciliate the matter. Should conciliation fail, each party shall submit its own statement of the issue to arbitration under the voluntary labor arbitration rules of the Federal Mediation and Conciliation Service. The arbitrator shall be selected by the parties from a panel or panels submitted by the FMCS.

Section 4

Submissions to arbitration shall be made within ten (10) business days from any attempt at conciliation.

Section 5

1. The arbitrator shall hear and decide only one grievance or appeal in each case.
2. The parties to the grievance or appeal shall not be permitted to assert in such arbitration proceedings any ground or to rely on any evidence not previously disclosed to the other party.
3. The hearing on the grievance or appeal shall be informal and the rules of evidence shall not apply. The hearing shall not be open to the public or persons not immediately involved unless all parties to the same agree. All parties shall have the right at their own expense to legal and/or stenographic assistance at this hearing.
4. The arbitrator shall not have the power to add to, subtract from or modify the provision of this Agreement in arriving at a decision of the issue presented and shall confine his decision solely to the precise issue submitted for arbitration.
5. Arbitration awards shall not be made retroactive beyond the date of occurrence of the event upon which the grievance or appeal is based.
6. The arbitrator shall render his/her decision in writing, setting forth his/her opinion and conclusions on the issues submitted, within thirty (30) days after the conclusion of the hearing. The decision of the arbitrator shall be binding upon both parties and all employees during the life of this Agreement.
7. A statement of the arbitrator's fee and expenses shall accompany the award. The fee and expense of the arbitrator shall be borne equally by both parties.

Section 6

Either party may file an appeal from an arbitration award to the PERB, not later than twenty (20) days after the award is served for reasons which show that:

1. The arbitrator was without authority or exceeded the jurisdiction granted; or
2. The award on its face is contrary to law and public policy; or
3. Was procured by fraud, collusion or other similar and unlawful means.

ARTICLE 26

DISTRICT PERSONNEL MANUAL

The Department shall make available to the Union in its Personnel Office any portion of the D.C. Personnel Manual that is not available on the District's web site. The Department shall furnish the Union with a copy of all department regulations.

ARTICLE 27

SAVINGS CLAUSE

In the event an Article, Section or portion of the Agreement should be held invalid and unenforceable by any Court or higher authority of competent jurisdiction, such decision shall apply only to the specific Article, Section, or portion thereof specified in the decision; and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated Article, Section, or portion thereof.

ARTICLE 28

DETAILS

Section 1

An employee detailed or assigned to a position carrying additional compensation for more than 90 consecutive days shall receive the higher rate of pay beginning the first full pay period following the 90 day period.

Section 2

The Employer shall take measures to insure that an employee assigned or detailed to a higher graded position is not arbitrarily removed from the detail in order to avoid payment in accordance with section 1, above.

Section 3

Upon selection of an employee to a detailed position, the selecting official shall immediately prepare a DC Standard Form 52 (Request For Personnel Action).

Section 4

The Employer shall avoid practices in detailing employees to a higher graded position that are indicative of pre-selection.

ARTICLE 29

DURATION AND FINALITY OF AGREEMENT

Section 1

This Agreement shall remain in full force and effect until September 30, 2010, subject to the provisions of Section 1715 of the Merit Personnel Act. In the event there is a change in management or the transfer of a group or groups of functional elements to another DC Government Agency, this agreement will be honored by the new agency until a new agreement is negotiated.

Section 2

The parties acknowledge that this contract represents the complete Agreement arrived at as a result of negotiations during which both had the unlimited right and opportunity to make demands and proposals with respect to any negotiable subject or matter.

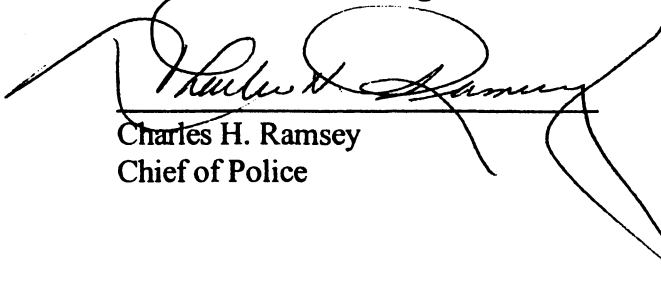
Section 3

In the event that a state of civil emergency is declared by the Mayor (civil disorders, natural disasters, etc.), the provisions of this Agreement may be suspended by the Mayor during the time of the emergency. The Chief of Police may suspend any provision of this contract when the Chief declares an emergency.

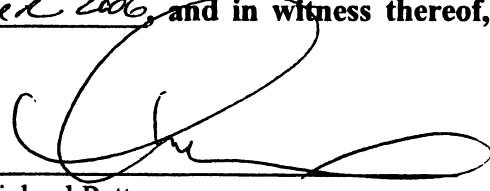
Section 4

This Agreement shall remain in effect until September 30, 2010, from the date approved as provided in Section 1715 of the Act, and will be automatically renewed for three (3) year periods thereafter unless either party gives to the other party written notice of intention to terminate or modify the Agreement one hundred and fifty (150) days prior to its anniversary date. In the event that either party requests modification of any article or part of any article, or the inclusion of additional provisions, only the related articles or part of the articles shall be affected and the unrelated articles and/or parts of articles shall continue in full force and effect.

On this 28TH day of DECEMBER 2006, and in witness thereof, the parties
hereto have set their signatures.



Charles H. Ramsey
Chief of Police



Michael Patterson
President
National Association of Government Employees
Local R3-05

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**COMPENSATION COLLECTIVE BARGAINING
AGREEMENT**

BETWEEN

THE DISTRICT OF COLUMBIA GOVERNMENT

AND

COMPENSATION UNITS 1 AND 2

EFFECTIVE October 1, 2017 through September 30, 2021

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(July 26, 2010)	

PREAMBLE

This Compensation Agreement is entered into between the Government of the District of Columbia and the undersigned labor organizations representing units of employees comprising Compensation Units 1 and 2, as certified by the Public Employee Relations Board (PERB).

The Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable compensation issues, and contains the full agreement of the parties as to all such compensation issues. The Agreement shall not be reconsidered during its life nor shall either party make any changes in compensation for the duration of the Agreement unless by mutual consent or as required by law.

ARTICLE 1: WAGES

SECTION A: FISCAL YEAR 2018:

Effective the first day of the first full pay period beginning on or after October 1, 2017, the FY 2018 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 and 2 by the Public Employees Relations Board shall be adjusted by 3%.

SECTION B: FISCAL YEAR 2019:

Effective the first day of the first full pay period beginning on or after October 1, 2018, the FY 2019 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 & 2 by the Public Employees Relations Board shall be adjusted by 2%.

SECTION C: FISCAL YEAR 2020:

Effective the first day of the first full pay period beginning on or after October 1, 2019, the FY 2020 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 & 2 by the Public Employees Relations Board shall be adjusted by 3%.

SECTION D: FISCAL YEAR 2021:

1. Effective the first day of the first full pay period beginning on or after October 1, 2020, the FY 2021 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 & 2 by the Public Employees Relations Board shall be adjusted by 3.5%.

2. A portion of the cost of the District's proposal to increase wages for FY 18 – 3%, FY 19 – 2%, FY 20 – 3%, and FY 20 – 3.5% will be paid for from a portion of the funds set aside by the Bowser Administration for Compensation and Classification Reform. As a result, the Union will withdraw its Compensation and Classification Reform grievances in their entirety (both master and individual grievances).

ARTICLE 2: METRO PASS

The District of Columbia Government shall subsidize the cost of monthly transit passes for personal use by employees by not less than fifty (\$50.00) per month for employees who purchase and use such passes to commute to and from work. The metro transit benefit will roll over from month to month for employees who access the benefit. Any benefit not accessed by the end of the calendar year will revert back to the District of Columbia government.

ARTICLE 3: PRE-PAID LEGAL PLAN

SECTION A:

The Employer shall make a monthly contribution of twelve dollars and fifty cents (\$12.50) in FY 2018 for each bargaining unit member toward a pre-paid legal services plan. The Employer shall make a monthly contribution of fifteen dollars (\$15.00) in FY 2019 for each bargaining unit member toward a pre-paid legal services plan. The Employer shall make a monthly contribution of seventeen dollars and fifty cents (\$17.50) in FY 20 for each bargaining unit member toward a pre-paid legal services plan. For each fiscal year, the Employer shall make monthly contributions directly to the designated provider of the legal services program.

SECTION B:

The plan shall be contracted for by the Union subject to a competitive bidding process where bidders are evaluated and selected by the Union. The District may present a proposed contract which shall be evaluated on the same basis as other bidders. The contract shall provide that the Employer will be held harmless from any liability arising out of the implementation and administration of the plan by the benefit provider, that the benefit provider will supply utilization statistics to the Employer and the Union upon request for each year of the contract, and that the benefit provider shall bear all administrative costs.

SECTION C:

The parties shall meet to develop procedures to implement the legal plan which shall be binding upon the benefit provider. The procedures shall include an enrollment process.

SECTION D:

To be selected for a contract under this Article, the benefit provider must maintain an office in the District of Columbia; be incorporated in the District and pay a franchise tax and other applicable taxes; have service providers in the District; and maintain a District bank account.

SECTION E:

The Employer's responsibility under the terms of this Article shall be as outlined in Section C of this Article and to make premium payments as is required under Section A of this Article. To the extent that any disputes or inquiries are made by the legal services provider chosen by the Union, those inquiries shall be made exclusively to the Union. The Employer shall only be required to communicate with the Union to resolve any disputes that may arise in the administration of this Article.

ARTICLE 4: DISTRICT OF COLUMBIA NEGOTIATED EMPLOYEE ASSISTANCE HOME PURCHASE PROGRAM

SECTION A:

The Parties shall continue the Joint Labor-Management Taskforce on Employee Housing.

SECTION B:

Pursuant to the DPM, Part 1, Chapter 3 §301, the District provides a preference for District residents in employment. In order to encourage employees to live and work in the District of Columbia, a joint Labor-Management Task Force on Employee Housing was established during previous negotiations with Compensation Units 1 & 2. The Taskforce strives to inform employees of the programs currently available for home ownership in the District of Columbia. Additionally, the Taskforce collaborates with other government agencies including the Department of Housing and Community Development and the District's Housing Finance Agency to further affordable housing opportunities for bargaining unit employees, who have been employed by the District Government for at least one year.

SECTION C:

The parties agree that \$500,000.00 will be set aside to be used toward Negotiated employee Assistance Home Purchase Program (NEAHP) for the duration of the Agreement. If at any time the funds set aside have been depleted, the Parties will promptly convene negotiations to provide additional funds for the program.

SECTION D:

Any funds set aside in Fiscal Years 2018, 2019, 2020, and 2021 shall be available for expenditure in that fiscal year or any other fiscal year covered by the Compensation Units 1 and 2 Agreement. All funds set aside for housing incentives shall be expended or obligated prior to the expiration of the Compensation Units 1 and 2 Agreement for FY 2018 – FY 2021.

ARTICLE 5: BENEFITS COMMITTEE

SECTION A:

The parties agree to continue their participation on the District's Joint Labor-Management Benefits Committee for the purpose of addressing the benefits of employees in Compensation Units 1 and 2. The Benefits Committee shall meet quarterly, in January, April, July and October of each year.

SECTION B: RESPONSIBILITIES:

The Parties shall be authorized to consider all matters that concern the benefits of employees in Compensation Units 1 and 2 that are subject to mandatory bargaining between the parties. The Parties shall be empowered to address such matters only to the extent granted by the Unions in Compensation Units 1 and 2 and the District of Columbia Government. The parties agree to apply a system of expedited arbitration if necessary to resolve issues that are subject to mandatory bargaining. The Committee may, by consensus, discuss and consider other benefit issues that are not mandatory bargaining subjects.

SECTION C:

The Committee shall:

1. Monitor the quality and level of services provided to covered employees under existing Health, Optical and Dental Insurance Plans for employees in Compensation Units 1 and 2.
2. Recommend changes and enhancements in Health, Optical and Dental benefits for employees in Compensation Units 1 and 2 consistent with Chapter 6, Subchapter XXI of the D.C. Official Code (2001 ed.).
3. With the assistance of the Office of Contracting and Procurement, evaluate criteria for bids, make recommendations concerning the preparation of solicitation of bids and make recommendations to the contracting officer concerning the selection of providers following the receipt of bids, consistent with Chapter 4 of the D.C. Official Code (2001 ed.).
4. Following the receipt of bids to select health, dental, optical, life and disability insurance providers, the Union's Chief Negotiator shall be notified to identify no more than two individuals to participate in the RFP selection process.
5. Explore issues concerning the workers' compensation system that affect employees in Compensation Units 1 and 2 consistent with Chapter 6, Subchapter XXIII of the D.C. Official Code (2001 ed.).

6. The Union shall be notified of proposed benefit programs to determine the extent to which they impact employees in Compensation Units 1 and 2. Upon notification, the Union shall inform the Office of Labor Relations and Collective Bargaining within ten (10) calendar days to discuss any concerns it has regarding the impact on employees in Compensation Units 1 and 2.

ARTICLE 6: BENEFITS

SECTION A: LIFE INSURANCE:

1. Life insurance is provided to covered employees in accordance with §1-622.01, *et seq.* of the District of Columbia Official Code (2001 Edition) and Chapter 87 of Title 5 of the United States Code.

(a) District of Columbia Official Code §1-622.03 (2001 Edition) requires that benefits shall be provided as set forth in §1-622.07 to all employees of the District first employed after September 30, 1987, except those specifically excluded by law or by rule.

(b) District of Columbia Official Code §1-622.01 (2001 Edition) requires that benefits shall be provided as set forth in Chapter 87 of Title 5 of the United States Code for all employees of the District government first employed before October 1, 1987, except those specifically excluded by law or rule and regulation.

2. The current life insurance benefits for employees hired on or after October 1, 1987 are: The District of Columbia provides life insurance in an amount equal to the employee's annual salary rounded to the next thousand, plus an additional \$2,000. Employees are required to pay two-thirds (2/3) of the total cost of the monthly premium. The District Government shall pay one-third (1/3) of the total cost of the premium. Employees may choose to purchase additional life insurance coverage through the District Government. These additions to the basic coverage are set forth in the schedule below:

Optional Plan	Additional Coverage	Premium Amount
Option A – Standard	Provides \$10,000 additional coverage	Cost determined by age
Option B – Additional	Provides coverage up to five times the employee's annual salary	Cost determined by age and employee's salary
Option C – Family	Provides \$5,000 coverage for the eligible spouse and \$2,500 for each eligible child.	Cost determined by age.

Employees must contact their respective personnel offices to enroll or make changes in their life insurance coverage.

SECTION B: HEALTH INSURANCE:

1. Pursuant to D.C. Official Code §1-621.02 (2001 Edition), all employees covered by this agreement and hired after September 30, 1987, shall be entitled to enroll in group health insurance coverage provided by the District of Columbia.

(a) Health insurance coverage shall provide a level of benefits comparable to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement except by mutual agreement of the District, representatives of Compensation Units 1 and 2 and the insurance carrier(s). District employees are required to execute an enrollment form in order to participate in this program.

(b) The District may elect to provide additional health care providers for employees employed after September 30, 1987, provided that such addition of providers does not reduce the current level of benefits provided to employees. Should the District Government decide to expand the list of eligible providers, the District shall give Compensation Units 1 & 2 representatives notice of the proposed additions.

(c) Employees are required to contribute 25% of the total premium cost of the employee's selected plan. The District of Columbia Government shall contribute 75% of the premium cost of the employee's selected plan.

2. Pursuant to D.C. Official Code §1-621.01 (2001 Edition), all District employees covered by this agreement and hired before October 1, 1987, shall be eligible to participate in group health insurance coverage provided through the Federal Employees Health Benefits Program (FEHB) as provided in Chapter 89 of Title 5 of the United States Code. This program is administered by United States Office of Personnel Management.

3. The plan descriptions shall provide the terms of coverage and administration of the respective plans. Employees and union representatives are entitled to receive a copy of the summary plan description upon request. Additionally, employees and union representatives are entitled to review copies of the actual plan description upon advance request.

SECTION C: OPTICAL AND DENTAL:

1. The District shall provide Optical and Dental Plan coverage at a level of benefits comparable to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement except by mutual agreement of the District, the Union and the insurance carrier(s). District employees are required to execute an enrollment form in order to participate in the Optical and Dental program.

2. The District may elect to provide additional Optical and/or Dental providers, provided that such addition of providers does not reduce the current level of benefits provided to employees. Should the District Government decide to expand the list of eligible providers, the District shall give Compensation Units 1 & 2 representatives notice of the proposed additions.

SECTION D:

SHORT-TERM DISABILITY INSURANCE PROGRAM

Employees covered by this Agreement shall be eligible to enroll, at their own expense, in the District's Short-Term Disability Insurance Program, which provides for partial income replacement when employees are required to be absent from duty due to a non-work-related qualifying medical condition. Employees may use income replacement benefits under the program in conjunction with annual or sick leave benefits provided for in this Agreement.

SECTION E:

ANNUAL LEAVE:

1. In accordance with D.C. Official Code §1-612.03 (2001 Edition), full-time employees covered by the terms of this agreement are entitled to:

(a) one-half (1/2) day (4 hours) for each full biweekly pay period for an employee with less than three years of service (accruing a total of thirteen (13) annual leave days per annum);

(b) three-fourths (3/4) day (6 hours) for each full biweekly pay period, except that the accrual for the last full biweekly pay period in the year is one and one-fourth days (10 hours), for an employee with more than three (3) but less than fifteen (15) years of service (accruing a total of twenty (20) annual leave days per annum); and,

(c) one (1) day (8 hours) for each full biweekly pay period for an employee with fifteen (15) or more years of service (accruing a total of twenty-six (26) annual leave days per annum).

2. Part-time employees who work at least 40 hours per pay period earn annual leave at one-half the rate of full-time employees.

3. Employees shall be eligible to use annual leave in accordance with the District of Columbia laws.

SECTION F:

SICK LEAVE:

1. In accordance with District of Columbia Official Code §1-612.03 (2001 Edition), a full-time employee covered by the terms of this agreement may accumulate up to thirteen (13) sick days in a calendar year.

2. Part-time employees for whom there has been established in advance a regular tour of duty of a definite day or hour of any day during each administrative workweek of the biweekly pay period shall earn sick leave at the rate of one (1) hour for each twenty (20) hours of duty. Credit may not exceed four (4) hours of sick leave for 80 hours of duty in any pay period. There is no credit of leave for fractional parts of a biweekly pay period either at the beginning or end of an employee's period of service.

SECTION G: **OTHER FORMS OF LEAVE:**

1. **Military Leave:** An employee is entitled to leave, without loss of pay, leave, or credit for time of service as reserve members of the armed forces or as members of the National Guard to the extent provided in D.C. Official Code §1-612.03(m) (2001 Edition).

2. **Court Leave:** An employee is entitled to leave, without loss of pay, leave, or service credit during a period of absence in which he or she is required to report for jury duty or to appear as a witness on behalf of the District of Columbia Government, or the Federal or a state or local government to the extent provided in D.C. Official Code §1-612.03(l) (2001 Edition).

3. **Funeral Leave:**

 a. An employee is entitled to three (3) days of leave, without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for an immediate relative. In addition, the Employer shall grant an employee's request for annual or compensatory time up to three (3) days upon the death of an immediate relative. Approval of additional time shall be at the Employer's discretion. However, requests for leave shall be granted unless the Agency's ability to accomplish its work would be seriously impaired.

 b. For the purpose of this section "immediate relative" means the following relatives of the employee: an individual who is related to the employee by blood, marriage, adoption, or domestic partnership as father, mother, child, husband, wife, sister, brother, aunt, uncle, grandparent, grandchild, or similar familial relationship; an individual for whom the employee is the legal guardian; or fiancé, fiancée, or domestic partner of the employee.

 c. An employee is entitled to not more than three (3) days of leave, without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for a family member who died as a result of a wound, disease or injury incurred while serving as a member of the armed forces in a combat zone to the extent provided in D.C. Official Code §1-612.03(n) (2001 Edition).

SECTION H: **PRE-TAX BENEFITS:**

1. Employee contributions to benefits programs established pursuant to D.C. Official Code §1-611.19 (2001 ed.), including the District of Columbia Employees Health Benefits Program, may be made on a pre-tax basis in accordance with the requirements of the Internal Revenue Code and, to the extent permitted by the Internal Revenue Code, such pre-tax contributions shall not effect a reduction of the amount of any other retirement, pension, or other benefits provided by law.

2. To the extent permitted by the Internal Revenue Code, any amount of contributions made on a pre-tax basis shall be included in the employee's contributions to existing life insurance, retirement system, and for any other District government program keyed to the employee's scheduled rate of pay, but shall not be included for the purpose of computing Federal or District income tax withholdings, including F.I.C.A., on behalf of any such employee.

SECTION I:

RETIREMENT:

1. CIVIL SERVICE RETIREMENT SYSTEM (CSRS): As prescribed by 5 U.S.C. §8401 and related chapters, employees first hired by the District of Columbia Government before October 1, 1987, are subject to the provisions of the CSRS, which is administered by the U.S. Office of Personnel Management. Under Optional Retirement the aforementioned employee may choose to retire when he/she reaches:

- (a) Age 55 and 30 years of service;
- (b) Age 60 and 20 years of service;
- (c) Age 62 and 5 years of service.

Under Voluntary Early Retirement, which must be authorized by the U.S. Office of Personnel Management, an employee may choose to retire when he/she reaches:

- (a) Age 50 and 20 years of service;
- (b) Any age and 25 years of service.

The pension of an employee who chooses Voluntary Early Retirement will be reduced by 2% for each year under age 55.

2. CIVIL SERVICE RETIREMENT SYSTEM: SPECIAL RETIREMENT PROVISIONS FOR LAW ENFORCEMENT OFFICERS:

Employees first hired by the District of Columbia Government before October 1, 1987, who are subject to the provisions of the CSRS and determined to be:

- (a) a "law enforcement officer" within the meaning of 5 U.S.C. §8331(20)(D); and
- (b) eligible for benefits under the special retirement provision for law enforcement officers;

shall continue to have their retirement benefits administered by the U. S. Office of Personnel Management in accordance with applicable law and regulation.

3. DEFINED CONTRIBUTION PENSION PLAN:

Section A:

The District of Columbia shall continue the Defined Contribution Pension Plan currently in effect which includes:

- (1) All eligible employees hired by the District on or after October 1, 1987, are enrolled into the defined contribution pension plan.

(2) As prescribed by §1-626.09(c) of the D.C. Official Code (2001 Edition) after the completion of one year of service, the District shall contribute an amount not less than 5% of their base salary to an employee's Defined Contribution Pension Plan account. The District government funds this plan; there is no employee contribution to the Defined Contribution Pension Plan.

(3) As prescribed by §1-626.09(d) of the D.C. Official Code (2001 Edition) the District shall contribute an amount not less than an additional .5% of a detention officer's base salary to the same plan.

(4) Compensation Units 1 and 2 Joint Labor Management Technical Advisory Pension Reform Committee

(a) Establishment of the Joint Labor-Management Technical Advisory Pension Reform Committee (JLMTAPRC or Committee)

(1) The Parties agree that employees should have the security of a predictable level of income for their retirement after a career in public service. In order to support the objective of providing retirement income for employees hired on or after October 1, 1987, the District shall plan and implement an enhanced retirement program effective October 1, 2008. The enhanced program will consist of a deferred compensation component and a defined benefit component.

(2) Accordingly, the Parties agree that the JLMTAPRC is hereby established for the purpose of developing an enhanced retirement program for employees covered by the Compensation Units 1 and 2 Agreement.

(b) Composition of the JLMTAPRC

The Joint Labor-Management Technical Advisory Pension Reform Committee will be composed of six (6) members, three (3) appointed by labor and three (3) appointed by management, and the Chief Negotiators (or his/her designee) of Compensation Units 1 and 2. Appointed representatives must possess a pension plan background including but not limited to consulting, financial or actuarial services. In addition, an independent consulting firm with demonstrated experience in pension plans design and actuarial analysis will support the Committee.

(c) Responsibilities of the JLMTAPRC

The Committee shall be responsible to:

- Plan and design an enhanced retirement program for employees hired on or after October 1, 1987 with equitable sharing of costs and risks between employee and employer;
- Establish a formula cap for employee and employer contributions;
- Establish the final compensation calculation using the highest three-year consecutive average employee wages;
- Include retirement provisions such as disability, survivor and death benefits, health and life insurance benefits;
- Design a plan sustainable within the allocated budget;
- Draft and support legislation to amend the D.C. Code in furtherance of the "Enhanced Retirement Program."

(d) Duration of the Committee

The Committee shall complete and submit a report with its recommendations to the City Administrator for the District of Columbia within one hundred and twenty (120) days after the effective date of the Compensation Units 1 and 2 Agreement.

4. TIAA-CREF PLAN:

For eligible education service employees at the University of the District of Columbia hired by the University or a predecessor institution, the University will contribute an amount not less than seven percent (7%) of their base salary to the Teachers Insurance and Annuity Association College Retirement Equities Fund (TIAA-CREF).

SECTION J: HOLIDAYS:

1. As prescribed by D.C. Official Code §1-612.02 (2001 Edition) the following legal public holidays are provided to all employees covered by this agreement:

- (a) New Year's Day, January 1st of each year;
- (b) Dr. Martin Luther King, Jr.'s Birthday, the 3rd Monday in January of each year;
- (c) Washington's Birthday, the 3rd Monday in February of each year;
- (d) Emancipation Day, April 16th;
- (e) Memorial Day, the last Monday in May of each year;
- (f) Independence Day, July 4th of each year;
- (g) Labor Day, the 1st Monday in September of each year;
- (h) Columbus Day, the 2nd Monday in October of each year;
- (i) Veterans Day, November 11th of each year;
- (j) Thanksgiving Day, the 4th Thursday in November of each year;
- (k) Christmas Day, December 25th of each year; and
- (l) Inauguration Day, January 20th of each 4th year

2. When an employee, having a regularly scheduled tour of duty is relieved or prevented from working on a day District agencies are closed by order of the Mayor, he or she is entitled to the same pay for that day as for a day on which an ordinary day's work is performed.

ARTICLE 7: OVERTIME

SECTION A: Overtime Work:

Hours of work authorized in excess of an employees assigned tour of duty in a day or forty (40) hours in a pay status in a work week shall be overtime work for which an employee shall receive either overtime pay or compensatory time unless the employee has used unscheduled leave during the forty (40) hour work week. The unscheduled leave rule will not apply when an employee has worked (back-to-back shifts) and takes unscheduled leave for an eight (8) hour period following the back-to-back shift or where an employee has indicated his/her preference not to work overtime and the Employer has no other option but to order the employee to work overtime. Scheduled leave is leave requested and approved prior to the close of the preceding shift.

SECTION B: Compressed, Alternate and Flexible Schedules:

1. Compressed, Alternate and Flexible schedules may be jointly determined within a specific work area that modifies this overtime provision (as outlined in Section A of this Article) but must be submitted to the parties to this contract prior to implementation. This Agreement to jointly determine compressed schedules does not impact on the setting of the tour of duty.

2. When an employee works a Compressed, Alternate, and Flexible schedule, which generally means (1) in the case of a full-time employee, an 80-hour biweekly basic work requirement which is scheduled for less than 10 workdays, and (2) in the case of a part-time employee, a biweekly basic work requirement of less than 80 hours which is scheduled for less than 10 workdays, the employee would receive overtime pay or compensatory time for all hours in a pay status in excess of his/her assigned tour of duty, consistent with the 2004 District of Columbia Omnibus Authorization Act, 118 Stat. 2230, Pub. L. 108-386 Section (October 30, 2004).

2. The purpose of this Section is to allow for authorized Compressed, Alternate, and Flexible time schedules which exceed eight (8) hours in a day or 40 hours in a week to be deemed the employee's regular tour of duty, and not be considered overtime within the confines of the specific compressed work schedule and this Article. Bargaining unit members so affected would receive overtime or compensatory time for all hours in pay status in excess of their assigned tour of duty.

SECTION C:

Subject to the provisions of Section D of this Article, an employee who performs overtime work shall receive either pay or compensatory time at a rate of time and one-half (1-1/2) for each hour of work for which overtime is payable.

SECTION D:

Bargaining Unit employees shall receive overtime pay unless the employee and the supervisor mutually agree to compensatory time in lieu of pay for overtime work. Such mutual agreement shall be made prior to the overtime work being performed.

SECTION E:

Paramedics and Emergency Medical Services Technicians employed by the Fire and Emergency Medical Services Department and represented by the American Federation of Government Employees, Local 3721 shall earn overtime after they have worked 40 hours in a week.

ARTICLE 8: INCENTIVE PROGRAMS

PART I - SICK LEAVE INCENTIVE PROGRAM:

In order to recognize an employee's productivity through his/her responsible use of accrued sick leave, the Employer agrees to provide time-off in accordance with the following:

SECTION A:

A full time employee who is in a pay status for the full calendar leave year shall accrue annually:

1. Three (3) days off for utilizing a total of no more than two (2) days of accrued sick leave.
2. Two (2) days off for utilizing a total of more than two (2) but not more than four (4) days of accrued sick leave.
3. One (1) day off for utilizing a total of more than four (4) but no more than five (5) days of accrued sick leave.

SECTION B:

Employees in a non-pay status for no more than two (2) pay periods for the leave year shall remain eligible for incentive days under this Article. Sick leave usage for maternity or catastrophic illness/injury, not to exceed two (2) consecutive pay periods, shall not be counted against sick leave for calculating eligibility for incentive leave under this Article.

SECTION C:

Time off pursuant to a sick leave incentive award shall be selected by the employee and requested at least three (3) full workdays in advance of the leave date. Requests for time off pursuant to an incentive award shall be given priority consideration and the employee's supervisor shall approve such requests for time off unless staffing needs or workload considerations dictate otherwise. If the request is denied, the employee shall request and be granted a different day off within one month of the date the employee initially requested. Requests for time off shall be made on the standard "Application for Leave" form.

SECTION D:

All incentive days must be used in full-day increments following the leave year in which they were earned. The Employer will notify the employee of their sick leave incentive day(s) no later than March of each year. Incentive days may not be substituted for any other type of absence from duty. There shall be no carryover or payment for any unused incentive days.

SECTION E:

Part-time employees are not eligible for the sick leave incentive as provided in this Article.

SECTION F:

This program shall be in effect in Fiscal Years, 2018, 2019, 2020 and 2021.

PART II – PERFORMANCE INCENTIVE PILOT PROGRAM:

In order to recognize employees' productivity through their accomplishment of established goals and objectives, special acts toward the accomplishment of agency initiatives, demonstrated leadership in meeting agency program and/or project goals and/or the District's Strategic Plan initiatives, the Employer, in accordance with criteria established by the High Performance Workplace Committee agrees to establish pilot incentive programs within agencies, including time off without loss of pay or charge to leave as an incentive award. The District of Columbia Government Office of Labor Management Partnerships and the District of Columbia Incentive Awards Committee may serve as resources at the request of the parties in the implementation of the pilot incentive programs within agencies.

ARTICLE 9 CALL-BACK/CALL-IN/ON-CALL AND PREMIUM PAY

SECTION A: CALL-BACK

A minimum of four (4) hours of overtime, shall be credited to any employee who is called back to perform unscheduled overtime work on a regular workday after he/she completes the regular work schedule and has left his/her place of employment

SECTION B: **CALL-IN**

1. When an employee is called in before his/her regular tour of duty to perform unscheduled overtime and there is no break before the regular tour is to begin, a minimum of two (2) hours of overtime shall be credited to the employee.

2. A minimum of four (4) hours of overtime work shall be credited to any employee who is called in when not scheduled and informed in advance, on one of the days when he/she is off duty.

SECTION C: **ON-CALL**

1. An employee may be required to be on call after having completed his/her regular tour of duty. The employer shall specify the hours during which the employee is on call; and shall compensate the employee at a rate of twenty-five percent (25%) of his/her basic rate of pay for each hour the employee is on call.

2. An employee is on-call when a determination has been made that the work of that position requires the employee to remain accessible and available to the point where his or her time cannot be used effectively for the employee's own personal purposes.

3. The employee's schedule must specify the hours during which he/she will be required to remain on-call. On call designation will be made on the form attached as Appendix 1.

SECTION D: **HOLIDAY PAY**

An employee who is required to work on a legal holiday falling within his or her regularly scheduled tour of duty, shall be paid at the rate of twice his or her regular basic rate of pay for not more than eight (8) hours of such work.

SECTION E: **NIGHT DIFFERENTIAL**

An employee shall receive night differential pay at a rate of ten percent (10%) in excess of their basic day rate of compensation when they perform night work on a regularly scheduled tour of duty falling between 6:00 p.m. and 6:00 a.m. Employees shall receive night differential in lieu of shift differential.

SECTION F: **PAY FOR SUNDAY WORK**

A full-time employee assigned to a regularly scheduled tour of duty, any part of which includes hours that fall between midnight Saturday and midnight Sunday, is entitled to Sunday premium pay for each hour of work actually performed which is not overtime work and which is not in excess of eight (8) hours for each tour of duty which begins or ends on Sunday. Sunday

premium pay is computed as an additional twenty-five percent (25%) of the employee's basic rate of compensation.

SECTION G: **ADDITIONAL INCOME ALLOWANCE FOR CHILD AND FAMILY SERVICES**

1. The Additional Income Allowance (AIA) program within the Child and Family Services Agency (CFSA) which was established pursuant to the "Personnel Recruitment and Retention Incentives for Child and Family Services Agency Compensation System Changes Emergency Approval Resolution of 2001", Council Resolution 14-53 (March 23, 2001) and as contained in Chapter 11, Section 1154 of the District Personnel Manual, "Recruitment and Retention Incentives – Child and Family Services Agency," shall remain in full force and effect during the term of this Agreement.

2. The Administration of the AIA within CFSA shall be governed by the implementing regulations established in Child and Family Services Agency, Human Resources Administration Issuance System, HRA Instruction No. IV.11-3.

3. **OTHER SUBORDINATE AGENCIES WITH SIGNIFICANT RECRUITMENT AND RETENTION PROBLEMS**

Subordinate agencies covered by this Agreement may provide additional income allowances for positions that have significant recruitment and retention problems consistent with Chapter 11, Part B, Section 1143 of the District Personnel Manual.

ARTICLE 10: MILEAGE ALLOWANCE

SECTION A:

The parties agree that the mileage allowance established for the employees of the Federal Government who are authorized to use their personal vehicles in the performance of their official duties shall be the rate for Compensation Units 1 and 2 employees, who are also authorized in advance, by Management to use their personal vehicles in the performance of their official duties.

SECTION B:

To receive such allowance, authorization by Management must be issued prior to the use of the employee's vehicle in the performance of duty. Employees shall use the appropriate District Form to document mileage and request reimbursement of the allowance.

SECTION C:

1. Employees required to use their personal vehicle for official business if a government vehicle is not available, who are reimbursed by the District on a mileage basis for

such use, are within the scope of the District of Columbia Non-Liability Act (D.C. Official Code §§2-411 through 2-416 (2001 Edition)). The Non-Liability Act generally provides that a District Employee is not subject to personal liability in a civil suit for property damage or for personal injury arising out of a motor vehicle accident during the discharge of the employee's official duties, so long as the employee was acting within the scope of his or her employment.

2. Claims by employees for personal property damage or loss incident to the use of their personal vehicle for official business if a government vehicle is not available may be made under the Military Personnel and Civilian Employees Claim Act of 1964 (31 U.S.C. §3701 *et seq.*).

SECTION D:

No employee within Compensation 1 and 2 shall be required to use his/her personal vehicle unless the position vacancy announcement, position description or other pre-hire documentation informs the employee that the use of his/her personal vehicle is a requirement of the job.

SECTION E:

Employees required as a condition of employment to use their personal vehicle in the performance of their official duties may be provided a parking space or shall be reimbursed for non-commuter parking expenses, which are incurred in the performance of their official duties.

ARTICLE 11: ANNUAL LEAVE/COMPENSATORY TIME BUY-OUT

SECTION A:

An employee who is separated or is otherwise entitled to a lump-sum payment under personnel regulations for the District of Columbia Government shall receive such payment for each hour of unused annual leave or compensatory time in the employee's official leave record.

SECTION B:

The lump-sum payment shall be computed on the basis of the employee's rate at the time of separation in accordance with such personnel regulations.

ARTICLE 12: BACK PAY

Arbitration awards or settlement agreements in cases involving an individual employee shall be paid within sixty (60) days of receipt from the employee of relevant documentation, including documentation of interim earnings and other potential offsets. The responsible Agency shall submit the SF-52 and all other required documentation to the Department of Human Resources within thirty (30) days upon receipt from the employee of relevant documentation.

ARTICLE 13: DUTY STATION COVERAGE

The Fire and Emergency Medical Services employees and the correctional officers at the Department of Corrections and the Department of Youth Rehabilitative Services who are covered under Section 7(k) of the Fair Labor Standards Act shall be compensated a minimum of one hour pay if required to remain at his/her duty station beyond the normal tour of duty.

ARTICLE 14: GRIEVANCES

SECTION A:

This Compensation Agreement shall be incorporated by reference into local working conditions agreements in order to utilize the grievance/arbitration procedure in those Agreements to consider alleged violations of this Agreement.

SECTION B:

Grievances concerning compensation shall be filed with the appropriate agency and the Office of Labor Relations and Collective Bargaining under the applicable working conditions agreement.

ARTICLE 15: LOCAL ENVIRONMENT PAY

SECTION A:

Each department or agency shall eliminate or reduce to the lowest level possible all hazards, physical hardships, and working conditions of an unusual nature. When such action does not overcome the hazard, physical hardship, or unusual nature of the working condition, additional pay is warranted. Even though additional pay for exposure to a hazard, physical hardship, or unusual working condition is authorized, there is a responsibility on the part of a department or agency to initiate continuing positive action to eliminate danger and risk which contribute to or cause the hazard, physical hardship, or unusual working condition. The existence of pay for exposure to hazardous working conditions or hardships in a local environment is not intended to condone work practices that circumvent safety laws, rules and regulations.

SECTION B:

Local environment pay is paid for exposure to (1) a hazard of an unusual nature which could result in significant injury, illness, or death, such as on a high structure when the hazard is not practically eliminated by protective facilities or an open structure when adverse conditions exist, e.g., darkness, lightning, steady rain, snow, sleet, ice, or high wind velocity; (2) a physical hardship of an unusual nature under circumstances which cause significant physical discomfort in the form of nausea, or skin, eye, ear or nose irritation, or conditions which cause abnormal soil of body and clothing, etc., and where such distress or discomfort is not practically eliminated.

SECTION C:

Wage Grade (WG) employees as listed in Chapter 11B, Appendix C of the DPM and any other employee including District Service (DS) employees as determined pursuant to Section 4 of this Article and Chapter 11B, Subpart 10.6 of the DPM are eligible for environmental differentials.

SECTION D:

The determination as to whether additional pay is warranted for workplace exposure to environmental hazards, hardships or unusual working conditions may be initiated by an agency or labor organization in accordance with the provisions of Chapter 11B, Subpart 10.6 of the DPM.

SECTION E:

Employees eligible for local environment pay under the terms of this Agreement shall be compensated as follows:

1. **Severe Exposure.** Employees subject to "Severe" exposure shall receive local environment pay equal to twenty seven percent (27%) of *the rate for RW 10, step 2 on the Compensation Unit 2 pay schedule*. The following categories of work are currently paid the rate for "severe" exposure:

- High Work

2. **Moderate Exposure.** Employees subject to "Moderate" exposure shall receive local environment pay equal to ten percent (10%) of *the rate for RW 10, step 2 on the Compensation Unit 2 pay schedule*. The following categories of work are currently paid the rate for "moderate" exposure:

- Explosives and Incendiary
Materials – High Degree Hazard
- Poison (Toxic Chemicals)
– High Degree Hazard
- Micro Organisms
– High Degree Hazard

3. **Low Exposure.** Employees subject to "Low" exposure shall receive local environment pay equal to five percent (5%) of *the rate for RW 10, step 2 on the Compensation Unit 2 pay schedule*. The following categories of work are currently paid the rate for "low" exposure:

- Dirty Work
- Cold Work
- Hot Work
- Welding Preheated metals

- Explosives and Incendiary Materials
 - Low Degree Hazard
- Poison (Toxic Chemicals)
 - Low Degree Hazard
- Micro Organisms
 - Low Degree Hazard

SECTION F:

These changes to local environment pay shall not take effect until the payroll modules of PeopleSoft are implemented by the District of Columbia.

ARTICLE 16: NEWLY CERTIFIED BARGAINING UNITS

For units placed into a new compensation unit, working conditions or non-compensatory matters shall be negotiated simultaneous with negotiations concerning compensation. Where the agreement is for a newly certified collective bargaining unit assigned to an existing compensation unit, the parties shall proceed promptly to negotiate simultaneously any working conditions, other non-compensatory matters, and coverage of the compensation agreement. There should not be read into the new language any intent that an existing compensation agreement shall become negotiable when there is a newly certified collective bargaining unit. Rather, the intent is to require prompt negotiations of non-compensatory matters as well as application of compensation (e.g., when pay scale shall apply to the newly certified unit).

ARTICLE 17: TERM AND TEMPORARY EMPLOYEES

The District of Columbia recognizes that many temporary and term employees have had their terms extended to perform permanent services. To address the interests of current term and temporary employees whose appointments have been so extended over time and who perform permanent services, the District of Columbia and the Union representing the employees in Compensation Units 1 and 2 agree to the following:

SECTION A:

Joint labor-management committees established in each agency/program in the Compensation Units 1 and 2 collective bargaining agreement shall continue and will identify temporary and term employees whose current term and or temporary appointments extend to September 30, 2021, and who perform permanent services in District agency programs.

SECTION B:

Each Agency and Local Union shall review all term appointments within the respective agencies to determine whether such appointments are made and maintained consistent with applicable

law. The Union shall identify individual appointments it believes to be contrary to applicable law and notify the Agency. The Agency shall provide the Union reason(s) for the term or temporary nature of the appointment(s), where said appointments appear to be contrary to law. If an employee has been inappropriately appointed to or maintained in a temporary or term appointment, the Agency and the Union shall meet to resolve the matter.

SECTION C:

The agency shall convert bargaining unit temporary and term employees identified by the joint labor-management committees, who perform permanent services, who are in a pay status as of September 30, 2017, and are paid from appropriated funding to the career service prior to the end of the FY 2018 – FY 2021 Compensation Agreement.

SECTION D:

Prior to the end of the FY 2018 – FY 2021 Compensation Agreement, to the extent not inconsistent with District or Federal law and regulation, the District shall make reasonable efforts to convert to the career service temporary and term bargaining unit employees identified by the joint labor-management committees who perform permanent services, are in a pay status as of September 30, 2017, are full-time permanent positions, and are paid through intra-district funding or federal grant funding.

SECTION E:

Employees in term or temporary appointments shall be converted to permanent appointments, consistent with the D.C. Official Code.

SECTION F:

District agencies retain the authority to make term and temporary appointments as appropriate for seasonal and temporary work needs.

SECTION G:

A Joint-Labor Management Committee shall consist of one (1) representative from each national union comprising Compensation Units 1 and 2. The District shall appoint an equal number of representatives. The Committee will facilitate the implementation of this Article should difficulties arise in the Joint-Labor Management Committees set forth in Section A.

SECTION H:

District agencies will first post vacant career service positions internal to the Agency for bargaining unit term and temporary employees to apply and compete before posting the positions externally. There shall be no direct appointments.

ARTICLE 18: ADMINISTRATIVE CLOSING

SECTION A:

1. Employees designated as "Essential Employees" are those who work in critical District government operations that cannot be suspended or interrupted, even in the event of declared emergencies. "Essential Employees" must report to work as scheduled even when the government is administratively closed, during emergencies or other government closing. Once an employee has been notified by his/her employing agency that his/her position is designated as "Essential" no further notice is required as long as the employee continues to occupy the position designated "Essential".

2. Employees designated "Emergency Employees" are those who support certain critical government operations and functions necessary for the continuity of operations, including during declared emergencies. "Emergency Employees" may be required to work when a situation or condition occurs and result in early dismissal for other employees, government closing or during other emergencies. Once an employee has been notified by his/her employing agency that his/her position is designated as "Emergency", the designation will remain in effect until the designation is terminated in writing.

3. As applicable, employees required to work when all other District Government employees are released for administrative closings, shall be compensated in accordance with the minimum standards established by the Fair Labor Standards Act, (FLSA), 29 U.S.C. § 2011, et seq.

4. As applicable, employees required to work when all other District Government employee are released as a result of an administrative closings shall be compensated, in addition to their regular pay, one hour for each hour worked during the administrative closing.

SECTION B:

The determination as to whether the employee receives overtime or compensatory time will be at the time employee's election which shall be made before the work is performed. When elected, employees required to work when all other District Government employees are released for administrative closing shall earn compensatory time on an hour for hour basis.

ARTICLE 19: SAVINGS CLAUSE

SECTION A:

Should any provisions of this Agreement be rendered or declared invalid by reason of any existing or subsequently enacted law or by decree of a court or administrative agency of competent jurisdiction, such invalidation shall not affect any other part or provision hereof. Where appropriate, the parties shall meet within 120 days to negotiate any substitute provision(s).

SECTION B:

The terms of this contract supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning compensation covered herein. —


ARTICLE 20: DURATION

This Agreement shall remain in full force and effect through September 30, 2021. On this 25th day of February 2018, and as witness the parties hereto have set their signature.


Compensation Units One and Two Collective Bargaining Agreement


On this 26th day of February, 2018, as witness the parties hereto have set their signature.

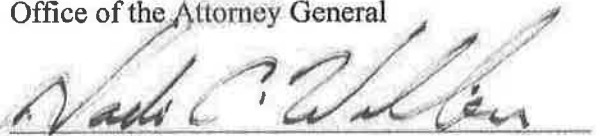
**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**

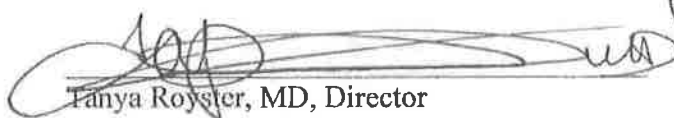

Repunzelle Bullock, Interim Director
Office of Labor Relations and Collective
Bargaining

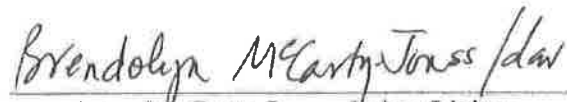

Kathryn Naylor, Supervisory Attorney Advisor
Office of Labor Relations and Collective


Eugene A. Adams, Director
Office of Administrative Hearings
Office



Karl Racine, Attorney General
Office of the Attorney General



Nadine Wilburn, Chief Counsel/Senior Advisor
Office of the Attorney General

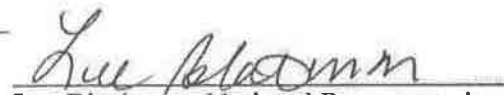

Tanya Royster, MD, Director
Department of Behavioral Health

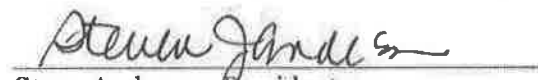

Brendolyn McCarty-Jones, Labor Liaison
Department of Behavioral Health


FOR THE UNIONS

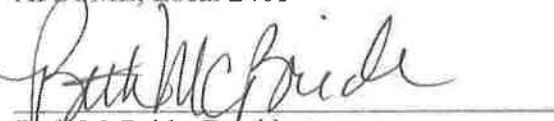

Andrew Washington, Executive Director
AFSCME, District Council 20



Eric Bunn, Sr. National Vice President
AFGE, District 14

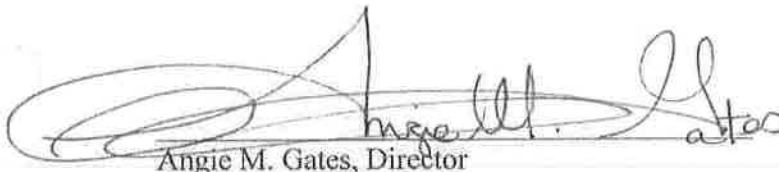

Lee Blackmon, National Representative
NAGE, District of Columbia Regional


Steve Anderson, President
AFGE, Local 1403

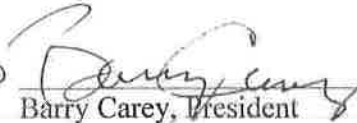

Wayne L. Enoch, President
AFSCME, Local 2401


Beth McBride, President
AFGE, Local 383


Carroll Ward, President
AFGE, Local 2978


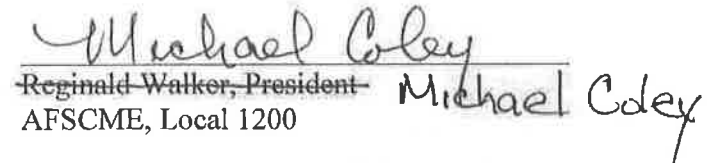



Angie M. Gates, Director
D.C. Office of Cable Television, Film, Music and
Entertainment

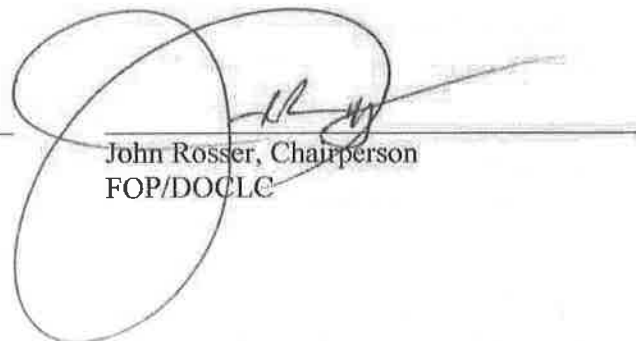


Barry Carey, President
AFSCME, Local 2091

Dr. Steven Johnson, Labor Liaison
D.C. Office of Cable Television, Film,
Music and Entertainment


Wanda Shelton Martin, Area Director
1199 NUHHCE
Roger A. Mitchell, Jr. MD, Chief Medical
Examiner
Office of the Chief Medical Examiner
~~Reginald Walker, President~~ Michael Coley
AFSCME, Local 1200
Beverly Fields, Labor Liaison
Office of the Chief Medical Examiner
Miranda Gillis, President
AFGE, Local 2725

Barney Krucoff, Interim Chief Technology
Officer
Office of the Chief Technology Officer

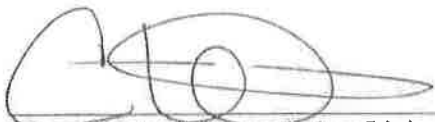


John Rosser, Chairperson
FOP/DOCLC

Pamela Brown, Esq., General Counsel
Office of the Chief Technology Officer

Keith Washington, President
AFSCME, Local 2092

 FAR
Brenda Donald, Director
Child and Family Services Agency
Lisa Blackwell, Executive President
AFGE, Local 1000



Nina McIntosh-Jones, Labor Liaison
Child and Family Services Agency

Christal Williams

Melinda M. Bolling, Director
Department of Consumer and
Regulatory Affairs



Aretha Lyles, President
AFGE, Local 3721



Gina Walton, President
AFGE, Local 1975

Don Tatum, Labor Liaison
Department of Consumer and
Regulatory Affairs

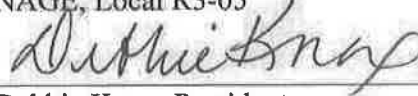
Lisa Wallace, Vice President
1199 SEIU/UHWE



George A. Schutter, Chief Procurement Officer
Office of Contracting and Procurement

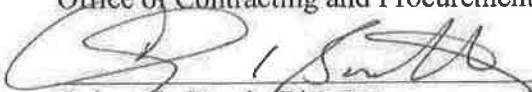


Harvey Cannon, President
NAGE, Local R3-05

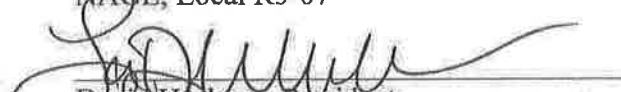


Debbie Knox, President
NAGE, Local R3-07

Gina Toppin, Labor Liaison
Office of Contracting and Procurement



Quincy L. Booth, Director
Department of Corrections



David Hackney, President
NAGE, Local R3-08

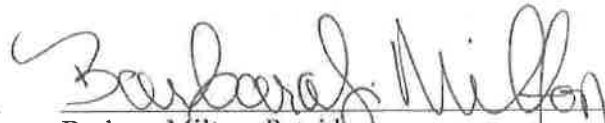


Paulette Hutchings-Johnson, Labor Liaison
Department of Corrections



LaToya McDowney, President
NAGE, Local R3-09

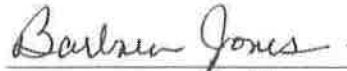
Andrew Reese, Director
Department on Disability Services



Barbara Milton, President
AFGE, Local 631

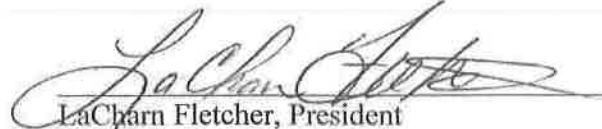


Jessica Gray, Labor Liaison
Department on Disability Services



Barbara Jones, President
AFGE, Local 2741

Odie Donald II, Director
D.C. Department of Employment
Services



LaCharn Fletcher, President
FOP/DC Protective Services-PDLC

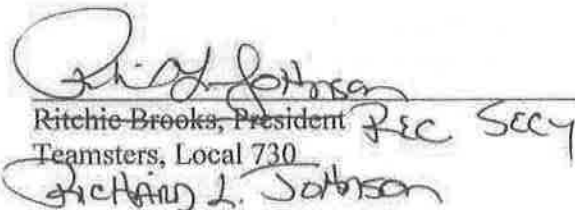
Van Freeman, Deputy Chief of Staff
D.C. Department of Employment
Services

Thomas Ratliff, President
Teamsters, Local 639

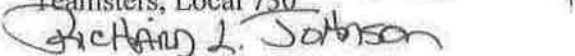
Tommy Wells, Director
Department of Energy and the
Environment

Michael Flood, President
AFSCME, Local 2921

Talisha Pitt, Labor Liaison
Department of Energy and the
Environment



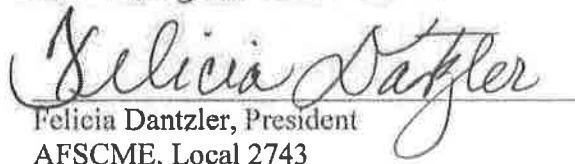
Ritchie Brooks, President
Teamsters, Local 730



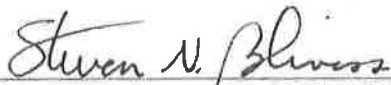
Richard L. Johnson, Rec Secy



Gregory Dean, Chief
Fire and Emergency Medical Services
Department



Felicia Dantzler, President
AFSCME, Local 2743

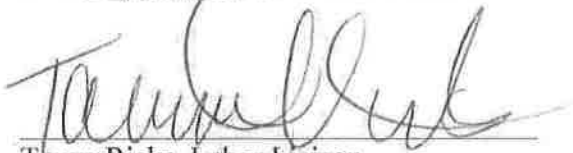


Steven N. Blivess, Esq., Labor Liaison
Fire and Emergency Medical Services
Department

Corey Upchurch, President
AFSCME, Local 1959



Ernest Chrappah, Chairman
D.C. Department of For-Hire Vehicles

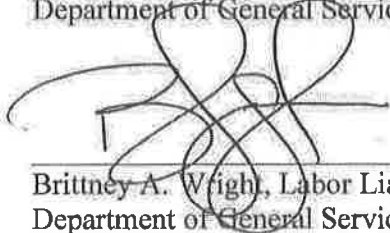


Tonya Ricks, Labor Liaison
D.C. Department of For-Hire Vehicles

Jenifer Smith, PhD, Director
Department of Forensic Sciences

Rasheed Raj, General Counsel
Department of Forensic Sciences

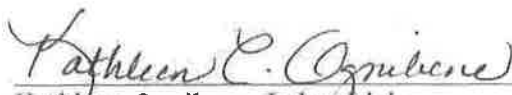
Greer Johnson Gillis, Director
Department of General Services



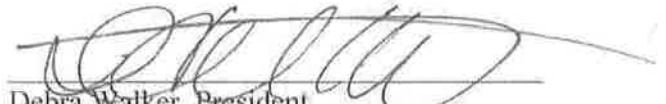
Brittney A. Wright, Labor Liaison
Department of General Services



LaQuandra S. Nesbitt, MD, MPH, Director
Department of Health



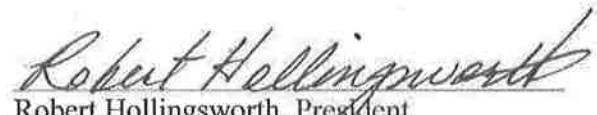
Kathleen C. Ognibene, Labor Liaison
Department of Health



Debra Walker, President
AFSCME, Local 709



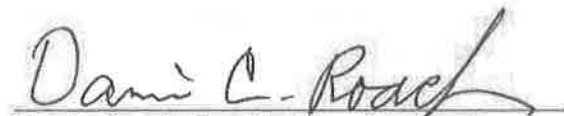
~~Andre Phillips~~, Chairperson **ANDRE Phillips**, Jr.
FOP/DYRSLC




Robert Hollingsworth, President
AFSCME, Local 2776



Antoinette White-Richardson, President
AFSCME, Local 1808



Darrin Roach, President
AFSCME, Local 877




LaVerne Gooding-Jones, President
AFSCME, Local 2087

Larry Doggett, Business Manager
Public Service Employees, Local 572

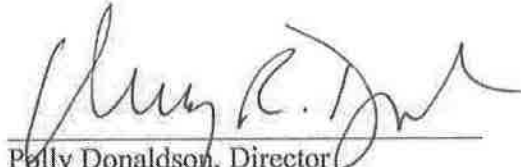
Perlisha Gales, President
Alliance of Independent Workers Union

Christopher Rodriguez, Director
Homeland Security and Emergency
Management Agency




George Barksdale, President
AFGE, Local 3444

Anthony Crispino, Labor Liaison
Homeland Security and Emergency
Management Agency



Pelly Donaldson, Director
Department of Housing and
Community Development

Drew Hubbard, Labor Liaison
Department of Housing and
Community Development



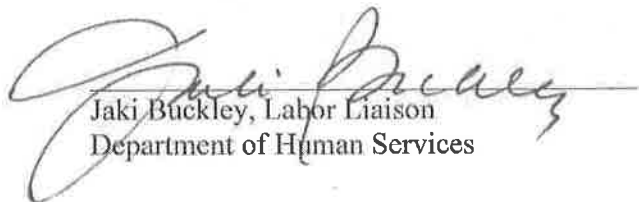
Monica Palacio, Director
D.C. Office of Human Rights

Ayanna Lee, Labor Liaison
D.C. Office of Human Rights



Laura Zeilinger, Director
Department of Human Services




Jaki Buckley, Labor Liaison
Department of Human Services

Stephen C. Taylor, Commissioner
Department of Insurance, Securities
And Banking

Katrice Purdie, Labor Liaison
Department of Insurance, Securities
And Banking

Lucinda Babers, Director
Department of Motor Vehicles

Odessa Nance, Labor Liaison
Department of Motor Vehicles

Peter Newsham, Chief
D.C. Metropolitan Police Department

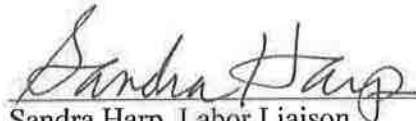
Mark Viehmeyer, Labor Liaison
D.C. Metropolitan Police Department

Keith A. Anderson, Director
D.C. Department of Parks and Recreation

Kwelli Sneed, MBA, CPM, Labor Liaison
D. C. Department of Parks and Recreation



Eric D. Shaw, Director
D.C. Office of Planning



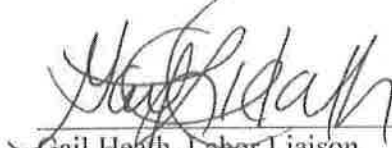
Sandra Harp, Labor Liaison
D.C. Office of Planning

Antwan Wilson, Chancellor
D.C. Public Schools

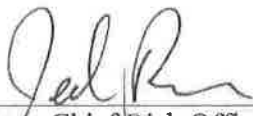
Kaitlyn Girard, Director
Labor Management and Employee Relations
D.C. Public Schools



For Christopher Shorter, Director
Department of Public Works



Gail Heath, Labor Liaison
Department of Public Works

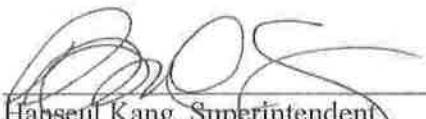


Jed Ross, Chief Risk Officer
Office of Risk Management

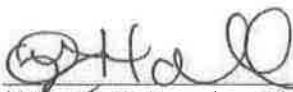


Ed Chover, Labor Liaison
Office of Risk Management

MELBA
CARLOS



Hanseul Kang, Superintendent
Office of the State Superintendent
Of Education



Qulyana Hall, Labor Liaison
Office of the State Superintendent
Of Education


Jeff Marootian, Director
District Department of Transportation

Nana Bailey, Labor Liaison
District Department of Transportation

Karima Holmes, Director
Office of Unified Communications


Yvonne McManus, Labor Liaison
Office of Unified Communications

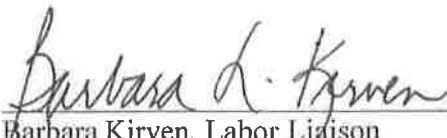

Clinton Lacey, Director
Department of Youth Rehabilitation Services


Trey Stanback, Labor Liaison
Department of Youth Rehabilitation Services


Jeffrey S. DeWitt, Chief Financial Officer
Office of the Chief Financial Officer


LaSharn Moreland, Labor Liaison *EXECUTIVE DIRECTOR, HUMAN RESOURCES*
Office of the Chief Financial Officer


Richard Reyes-Gavilan, Executive Director
D.C. Public Libraries



Barbara Kirven, Labor Liaison
D.C. Public Libraries

Veronica Ahern, Executive Director
D.C. Public Service Commission

Richard Beverly, General Counsel
D.C. Public Service Commission

Ronald Mason, Jr., J.D., President
University of the District of Columbia

Patricia Cornwell Johnson, Vice President
Human Resources
University of the District of Columbia


Wayne Turnage, M.P.A., Director
Department of Health Care Finance


Stodie Mae Seed, Labor Liaison
Department of Health Care Finance

APPROVAL

This collective bargaining agreement between the District of Columbia and Compensation Units 1 and 2, dated Jan 23, 2018, has been reviewed in accordance with Section 1-617.15 of the District of Columbia Official Code and is hereby approved on this 24th day of February 2018.


Muriel Bowser
Mayor

APPENDIX 1

Management's Proposal

7/26/10

INSERT DATE

Firstname Lastname

Position/Title

Department/Division

RE: On-Call Notification

Dear Mr./Ms. Lastname:

You are hereby notified that you shall be placed in an "on-call" status effective **On-Call Dates** between the hours of **Start AM/PM** and **End AM/PM**. During the aforementioned hours, you are required to be available to report for work within **a reasonable time (not to exceed two hours)**. You are expected to be available by phone for the duration of the "on-call" period. You are expected to answer when called or return a call from INSERT AGENCY management within a reasonable amount of time (not to exceed **30 minutes**).

Sincerely,

SUPERVISOR/MANAGER NAME

SUPERVISOR POSITION/TITLE



COUNCIL OF THE DISTRICT OF COLUMBIA

THE JOHN A. WILSON BUILDING
1350 PENNSYLVANIA AVENUE, N.W.
WASHINGTON, D.C. 20004

February 23, 2018

The Honorable Muriel E. Bowser
Mayor of the District of Columbia
1350 Pennsylvania Avenue, N.W., 3rd Floor
Washington, D.C. 20004

Dear Mayor Bowser:

This is to inform you of the status of a proposed resolution transmitted to the Council in accordance with D.C. Official Code § 1-617.17(j). The below proposed resolution has been deemed approved by virtue of the Council having taken no action to disapprove it.

<u>Proposed Resolution</u>	<u>Title</u>	<u>Date of Approval</u>
PR 22-738	Compensation Collective Bargaining Agreement between the District of Columbia Government and Compensation Units 1 and 2, FY 2018 - FY 2021, Approval Resolution of 2018	February 23, 2018

If you have any questions please contact me at 202-724-8032.

Sincerely,

Phil Mendelson
Chairman of the Council

cc: Committee on Labor and Workforce Development



District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year:	2018	Service Code Definition:	Professional and Scientific
Effective Date:	October 1, 2017	Series:	
Union/Nonunion:	Union	Affected CBU/Service Code(s):	
Pay Plan/Schedule:	CS		
Peoplesoft Schedule:	DS0077		
	X01		
% Increase:	3.0%		
Resolution Number:			
Date of Resolution:			

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
9	\$ 52,570	\$ 54,249	\$ 55,928	\$ 57,607	\$ 59,286	\$ 60,965	\$ 62,644	\$ 64,323	\$ 66,002	\$ 67,681	\$ 1,679
10	\$ 57,670	\$ 59,519	\$ 61,368	\$ 63,217	\$ 65,066	\$ 66,915	\$ 68,764	\$ 70,613	\$ 72,462	\$ 74,311	\$ 1,849
11	\$ 63,337	\$ 65,372	\$ 67,407	\$ 69,442	\$ 71,477	\$ 73,512	\$ 75,547	\$ 77,582	\$ 79,617	\$ 81,652	\$ 2,035
12	\$ 78,364	\$ 80,797	\$ 83,230	\$ 85,663	\$ 88,096	\$ 90,529	\$ 92,962	\$ 95,395	\$ 97,828	\$ 100,261	\$ 2,433
13	\$ 90,288	\$ 93,183	\$ 96,078	\$ 98,973	\$ 101,868	\$ 104,763	\$ 107,658	\$ 110,553	\$ 113,448	\$ 116,343	\$ 2,895
14	\$ 106,715	\$ 110,133	\$ 113,551	\$ 116,969	\$ 120,387	\$ 123,805	\$ 127,223	\$ 130,641	\$ 134,059	\$ 137,477	\$ 3,418

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)

Fiscal Year: 2018 Service Code Definition: Technical and Paraprofessional

Effective Date: October 1, 2017 Series:

Union/Nonunion: Union Affected CBU/Service Code(s):

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0078
X02

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	5	6	7	8	9	10	Between Steps
5	\$ 35,445	\$ 36,679	\$ 37,913	\$ 39,147	\$ 40,381	\$ 41,615	\$ 42,849	\$ 44,083	\$ 45,317	\$ 46,551	\$ 1,234
6	\$ 39,271	\$ 40,640	\$ 42,009	\$ 43,378	\$ 44,747	\$ 46,116	\$ 47,485	\$ 48,854	\$ 50,223	\$ 51,592	\$ 1,369
7	\$ 43,518	\$ 45,030	\$ 46,542	\$ 48,054	\$ 49,566	\$ 51,078	\$ 52,590	\$ 54,102	\$ 55,614	\$ 57,126	\$ 1,512
8	\$ 47,792	\$ 49,314	\$ 50,836	\$ 52,358	\$ 53,880	\$ 55,402	\$ 56,924	\$ 58,446	\$ 59,968	\$ 61,490	\$ 1,522
9	\$ 52,570	\$ 54,249	\$ 55,928	\$ 57,607	\$ 59,286	\$ 60,965	\$ 62,644	\$ 64,323	\$ 66,002	\$ 67,681	\$ 1,679
10	\$ 57,670	\$ 59,519	\$ 61,368	\$ 63,217	\$ 65,066	\$ 66,915	\$ 68,764	\$ 70,613	\$ 72,462	\$ 74,311	\$ 1,849
11	\$ 63,337	\$ 65,372	\$ 67,407	\$ 69,442	\$ 71,477	\$ 73,512	\$ 75,547	\$ 77,582	\$ 79,617	\$ 81,652	\$ 2,035

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)

Fiscal Year: 2018 Service Code Definition: Clerical and Administrative Support

Effective Date: October 1, 2017

Series:

Union/Nonunion: Union Affected CBU/Service Code(s):

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0079
X03

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
2 \$	28,676	\$ 29,679	\$ 30,682	\$ 31,685	\$ 32,688	\$ 33,691	\$ 34,694	\$ 35,697	\$ 36,700	\$ 37,703	\$ 1,003
3 \$	31,251	\$ 32,335	\$ 33,419	\$ 34,503	\$ 35,587	\$ 36,671	\$ 37,755	\$ 38,839	\$ 39,923	\$ 41,007	\$ 1,084
4 \$	32,776	\$ 33,889	\$ 35,002	\$ 36,115	\$ 37,228	\$ 38,341	\$ 39,454	\$ 40,567	\$ 41,680	\$ 42,793	\$ 1,113
5 \$	35,445	\$ 36,679	\$ 37,913	\$ 39,147	\$ 40,381	\$ 41,615	\$ 42,849	\$ 44,083	\$ 45,317	\$ 46,551	\$ 1,234
6 \$	39,271	\$ 40,640	\$ 42,009	\$ 43,378	\$ 44,747	\$ 46,116	\$ 47,485	\$ 48,854	\$ 50,223	\$ 51,592	\$ 1,369
7 \$	43,518	\$ 45,030	\$ 46,542	\$ 48,054	\$ 49,566	\$ 51,078	\$ 52,590	\$ 54,102	\$ 55,614	\$ 57,126	\$ 1,512
8 \$	47,792	\$ 49,314	\$ 50,836	\$ 52,358	\$ 53,880	\$ 55,402	\$ 56,924	\$ 58,446	\$ 59,968	\$ 61,490	\$ 1,522
9 \$	52,570	\$ 54,249	\$ 55,928	\$ 57,607	\$ 59,286	\$ 60,965	\$ 62,644	\$ 64,323	\$ 66,002	\$ 67,681	\$ 1,679

District of Columbia Government Salary Schedule: Comp Unit 1 & 2



Fiscal Year: 2018 Service Code Definition: Corrections and Other Occupation Groups

Effective Date: October 1, 2017

Union/Nonunion: Union

Job Series:

- 0006 Correctional Program Specialist
- 0081 Fire Protection Specialist
- 0101 Correctional Treatment Specialist
- 0390 Telecommunications Equipment Operator
- 1802 Cellblock Technician (Cellblock Only)
- 1811 Criminal Investigator
- 2151 Dispatcher (OUC Only)

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0067
X04

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	5	6	7	8	9	10	Between Steps
4	\$ 38,024	\$ 39,080	\$ 40,136	\$ 41,192	\$ 42,248	\$ 43,304	\$ 44,360	\$ 45,416	\$ 46,472	\$ 47,528	\$ 1,056
5	\$ 43,731	\$ 44,912	\$ 46,093	\$ 47,274	\$ 48,455	\$ 49,636	\$ 50,817	\$ 51,998	\$ 53,179	\$ 54,360	\$ 1,181
6	\$ 46,094	\$ 47,413	\$ 48,732	\$ 50,051	\$ 51,370	\$ 52,689	\$ 54,008	\$ 55,327	\$ 56,646	\$ 57,965	\$ 1,319
7	\$ 49,751	\$ 51,216	\$ 52,681	\$ 54,146	\$ 55,611	\$ 57,076	\$ 58,541	\$ 60,006	\$ 61,471	\$ 62,936	\$ 1,465
8	\$ 51,851	\$ 53,477	\$ 55,103	\$ 56,729	\$ 58,355	\$ 59,981	\$ 61,607	\$ 63,233	\$ 64,859	\$ 66,485	\$ 1,626
9	\$ 55,496	\$ 57,289	\$ 59,082	\$ 60,875	\$ 62,668	\$ 64,461	\$ 66,254	\$ 68,047	\$ 69,840	\$ 71,633	\$ 1,793
10	\$ 61,116	\$ 63,091	\$ 65,066	\$ 67,041	\$ 69,016	\$ 70,991	\$ 72,966	\$ 74,941	\$ 76,916	\$ 78,891	\$ 1,975
11	\$ 65,004	\$ 67,166	\$ 69,328	\$ 71,490	\$ 73,652	\$ 75,814	\$ 77,976	\$ 80,138	\$ 82,300	\$ 84,462	\$ 2,162
12	\$ 77,891	\$ 80,488	\$ 83,085	\$ 85,682	\$ 88,279	\$ 90,876	\$ 93,473	\$ 96,070	\$ 98,667	\$ 101,264	\$ 2,597
13	\$ 92,619	\$ 95,708	\$ 98,797	\$ 101,886	\$ 104,975	\$ 108,064	\$ 111,153	\$ 114,242	\$ 117,331	\$ 120,420	\$ 3,089
14	\$ 109,467	\$ 113,112	\$ 116,757	\$ 120,402	\$ 124,047	\$ 127,692	\$ 131,337	\$ 134,982	\$ 138,627	\$ 142,272	\$ 3,645

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)

Fiscal Year: 2018 Service Code Definition: Social Worker & Student Trainee

Effective Date: October 1, 2017

Union/Nonunion: Union Affected CBU/Service Code(s): A22

Pay Plan/Schedule: CS Series: 0185 Social Worker
 Peoplesoft Schedule: DS0080 0186 Social Worker (Associate)
 X05

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Steps											Between Steps
	1	2	3	4	5	6	7	8	9	10		
5 \$	51,851	\$ 53,213	\$ 54,575	\$ 55,937	\$ 57,299	\$ 58,661	\$ 60,023	\$ 61,385	\$ 62,747	\$ 64,109	\$	1,362
7 \$	56,226	\$ 57,740	\$ 59,254	\$ 60,768	\$ 62,282	\$ 63,796	\$ 65,310	\$ 66,824	\$ 68,338	\$ 69,852	\$	1,514
9 \$	60,966	\$ 62,649	\$ 64,332	\$ 66,015	\$ 67,698	\$ 69,381	\$ 71,064	\$ 72,747	\$ 74,430	\$ 76,113	\$	1,683
11 \$	69,439	\$ 71,474	\$ 73,509	\$ 75,544	\$ 77,579	\$ 79,614	\$ 81,649	\$ 83,684	\$ 85,719	\$ 87,754	\$	2,035
12 \$	78,364	\$ 80,797	\$ 83,230	\$ 85,663	\$ 88,096	\$ 90,529	\$ 92,962	\$ 95,395	\$ 97,828	\$ 100,261	\$	2,433
13 \$	86,993	\$ 89,691	\$ 92,389	\$ 95,087	\$ 97,785	\$ 100,483	\$ 103,181	\$ 105,879	\$ 108,577	\$ 111,275	\$	2,698

District of Columbia Government Salary Schedule: Comp Unit 1 & 2



Fiscal Year:	2018	Service Code Definition:	Health Care Occupations
Effective Date:	October 1, 2017	Service Codes:	A15, A39
Union/Nonunion:	Union	Job Series:	0603 Physicians Assistant 0620 Licensed Practical Nurse 0625 Autopsy Assistant Mortuary 0638 Recreation Therapist 0644 Medical Technologist 0645 Medical Technician 0647 Diagnostic Radiologic Technician 0649 Medical Instrument Technician 0681 Dental Assistant 0682 Dental Hygienist 0688 Sanitarian
Pay Plan/Schedule:	CS		
Peoplesoft Schedule:	DS0069		
	X06		
% Increase:	3.0%		
Resolution Number:			
Date of Resolution:			

Grade	Step										Between Steps
	1	2	3	4	5	6	7	8	9	10	
5 \$	40,980	\$ 42,093	\$ 43,206	\$ 44,319	\$ 45,432	\$ 46,545	\$ 47,658	\$ 48,771	\$ 49,884	\$ 50,997	\$ 1,113
6 \$	45,422	\$ 46,655	\$ 47,888	\$ 49,121	\$ 50,354	\$ 51,587	\$ 52,820	\$ 54,053	\$ 55,286	\$ 56,519	\$ 1,233
7 \$	48,842	\$ 50,223	\$ 51,604	\$ 52,985	\$ 54,366	\$ 55,747	\$ 57,128	\$ 58,509	\$ 59,890	\$ 61,271	\$ 1,381
8 \$	53,878	\$ 55,399	\$ 56,920	\$ 58,441	\$ 59,962	\$ 61,483	\$ 63,004	\$ 64,525	\$ 66,046	\$ 67,567	\$ 1,521
9 \$	59,283	\$ 60,966	\$ 62,649	\$ 64,332	\$ 66,015	\$ 67,698	\$ 69,381	\$ 71,064	\$ 72,747	\$ 74,430	\$ 1,683
10 \$	65,076	\$ 66,920	\$ 68,764	\$ 70,608	\$ 72,452	\$ 74,296	\$ 76,140	\$ 77,984	\$ 79,828	\$ 81,672	\$ 1,844
11 \$	71,483	\$ 73,515	\$ 75,547	\$ 77,579	\$ 79,611	\$ 81,643	\$ 83,675	\$ 85,707	\$ 87,739	\$ 89,771	\$ 2,032
12 \$	85,661	\$ 88,095	\$ 90,529	\$ 92,963	\$ 95,397	\$ 97,831	\$ 100,265	\$ 102,699	\$ 105,133	\$ 107,567	\$ 2,434

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2018
Effective Date: October 1, 2017
Union/Nonunion: Union
Pay Plan/Schedule: RW
Peoplesoft Schedule: WS0029
 WS0034- Leaders
 X07 (Leaders previously X08)
% Increase: 3.0%
Resolution Number:
Date of Resolution:

Service Code Definition: Maintenance, Trades, & Labor

L- Leader

B01 Regular
B02 Leader

Affected CBU/Service Code(s):

Grade	Step										Between Steps	
	1	2	3	4	5	6	7	8	9	10		
02 \$	16.10	\$ 16.66	\$ 17.22	\$ 17.78	\$ 18.34	\$ 18.90	\$ 19.46	\$ 20.02	\$ 20.58	\$ 21.14	\$	0.56
02L \$	17.56	\$ 18.17	\$ 18.78	\$ 19.39	\$ 20.00	\$ 20.61	\$ 21.22	\$ 21.83	\$ 22.44	\$ 23.05	\$	0.61
03 \$	17.37	\$ 17.96	\$ 18.55	\$ 19.14	\$ 19.73	\$ 20.32	\$ 20.91	\$ 21.50	\$ 22.09	\$ 22.68	\$	0.59
03L \$	18.98	\$ 19.64	\$ 20.30	\$ 20.96	\$ 21.62	\$ 22.28	\$ 22.94	\$ 23.60	\$ 24.26	\$ 24.92	\$	0.66
04 \$	18.60	\$ 19.24	\$ 19.88	\$ 20.52	\$ 21.16	\$ 21.80	\$ 22.44	\$ 23.08	\$ 23.72	\$ 24.36	\$	0.64
04L \$	20.34	\$ 21.05	\$ 21.76	\$ 22.47	\$ 23.18	\$ 23.89	\$ 24.60	\$ 25.31	\$ 26.02	\$ 26.73	\$	0.71
05 \$	19.85	\$ 20.53	\$ 21.21	\$ 21.89	\$ 22.57	\$ 23.25	\$ 23.93	\$ 24.61	\$ 25.29	\$ 25.97	\$	0.68
05L \$	21.62	\$ 22.38	\$ 23.14	\$ 23.90	\$ 24.66	\$ 25.42	\$ 26.18	\$ 26.94	\$ 27.70	\$ 28.46	\$	0.76
06 \$	21.03	\$ 21.76	\$ 22.49	\$ 23.22	\$ 23.95	\$ 24.68	\$ 25.41	\$ 26.14	\$ 26.87	\$ 27.60	\$	0.73
06L \$	23.09	\$ 23.88	\$ 24.67	\$ 25.46	\$ 26.25	\$ 27.04	\$ 27.83	\$ 28.62	\$ 29.41	\$ 30.20	\$	0.79
07 \$	22.42	\$ 23.19	\$ 23.96	\$ 24.73	\$ 25.50	\$ 26.27	\$ 27.04	\$ 27.81	\$ 28.58	\$ 29.35	\$	0.77
07L \$	24.49	\$ 25.34	\$ 26.19	\$ 27.04	\$ 27.89	\$ 28.74	\$ 29.59	\$ 30.44	\$ 31.29	\$ 32.14	\$	0.85
08 \$	23.69	\$ 24.50	\$ 25.31	\$ 26.12	\$ 26.93	\$ 27.74	\$ 28.55	\$ 29.36	\$ 30.17	\$ 30.98	\$	0.81
08L \$	25.89	\$ 26.81	\$ 27.73	\$ 28.65	\$ 29.57	\$ 30.49	\$ 31.41	\$ 32.33	\$ 33.25	\$ 34.17	\$	0.92
09 \$	24.85	\$ 25.71	\$ 26.57	\$ 27.43	\$ 28.29	\$ 29.15	\$ 30.01	\$ 30.87	\$ 31.73	\$ 32.59	\$	0.86
09L \$	27.26	\$ 28.20	\$ 29.14	\$ 30.08	\$ 31.02	\$ 31.96	\$ 32.90	\$ 33.84	\$ 34.78	\$ 35.72	\$	0.94
10 \$	26.11	\$ 27.02	\$ 27.93	\$ 28.84	\$ 29.75	\$ 30.66	\$ 31.57	\$ 32.48	\$ 33.39	\$ 34.30	\$	0.91
10L \$	28.66	\$ 29.65	\$ 30.64	\$ 31.63	\$ 32.62	\$ 33.61	\$ 34.60	\$ 35.59	\$ 36.58	\$ 37.57	\$	0.99
11 \$	27.38	\$ 28.34	\$ 29.30	\$ 30.26	\$ 31.22	\$ 32.18	\$ 33.14	\$ 34.10	\$ 35.06	\$ 36.02	\$	0.96
11L \$	30.05	\$ 31.09	\$ 32.13	\$ 33.17	\$ 34.21	\$ 35.25	\$ 36.29	\$ 37.33	\$ 38.37	\$ 39.41	\$	1.04
12 \$	28.66	\$ 29.65	\$ 30.64	\$ 31.63	\$ 32.62	\$ 33.61	\$ 34.60	\$ 35.59	\$ 36.58	\$ 37.57	\$	0.99
12L \$	31.40	\$ 32.48	\$ 33.56	\$ 34.64	\$ 35.72	\$ 36.80	\$ 37.88	\$ 38.96	\$ 40.04	\$ 41.12	\$	1.08
13 \$	29.86	\$ 30.90	\$ 31.94	\$ 32.98	\$ 34.02	\$ 35.06	\$ 36.10	\$ 37.14	\$ 38.18	\$ 39.22	\$	1.04
13L \$	32.64	\$ 33.82	\$ 35.00	\$ 36.18	\$ 37.36	\$ 38.54	\$ 39.72	\$ 40.90	\$ 42.08	\$ 43.26	\$	1.18

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)

Fiscal Year:	2018	Service Code Definition:	Correctional Officers & EMS
Effective Date:	October 1, 2017		
Union/Nonunion:	Union	Affected CBU/Service Code(s):	A01, A03, A20, A21
Pay Plan/Schedule:	CS	Series:	0007 Correctional Officer
Peoplesoft Schedule:	DS0070		0083 Special Police Officer
	X10		0699 EMT/Paramedic
% Increase:	3.0%		
Resolution Number:			
Date of Resolution:			

Grade	1	2	3	4	5	6	7	8	9	10	Between Steps
5	\$ 43,218	\$ 44,328	\$ 45,438	\$ 46,548	\$ 47,658	\$ 48,768	\$ 49,878	\$ 50,988	\$ 52,098	\$ 53,208	\$ 1,110
6	\$ 46,643	\$ 47,880	\$ 49,117	\$ 50,354	\$ 51,591	\$ 52,828	\$ 54,065	\$ 55,302	\$ 56,539	\$ 57,776	\$ 1,237
7	\$ 49,695	\$ 51,096	\$ 52,497	\$ 53,898	\$ 55,299	\$ 56,700	\$ 58,101	\$ 59,502	\$ 60,903	\$ 62,304	\$ 1,401
8	\$ 54,790	\$ 56,341	\$ 57,892	\$ 59,443	\$ 60,994	\$ 62,545	\$ 64,096	\$ 65,647	\$ 67,198	\$ 68,749	\$ 1,551
9	\$ 60,310	\$ 62,022	\$ 63,734	\$ 65,446	\$ 67,158	\$ 68,870	\$ 70,582	\$ 72,294	\$ 74,006	\$ 75,718	\$ 1,712
10	\$ 66,179	\$ 68,061	\$ 69,943	\$ 71,825	\$ 73,707	\$ 75,589	\$ 77,471	\$ 79,353	\$ 81,235	\$ 83,117	\$ 1,882

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year:	2019	Service Code Definition:	Professional and Scientific
Effective Date:	October 14, 2018	Series:	
Union/Nonunion:	Union	Affected CBU/Service Code(s):	
Pay Plan/Schedule:	CS		
Peoplesoft Schedule:	DS0077		
	X01		
% Increase:	2.0%		
Resolution Number:			
Date of Resolution:			

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
9 \$	53,620	55,333	57,046	58,759	60,472	62,185	63,898	65,611	67,324	69,037	1,713
10 \$	58,823	60,709	62,595	64,481	66,367	68,253	70,139	72,025	73,911	75,797	1,886
11 \$	64,603	66,679	68,755	70,831	72,907	74,983	77,059	79,135	81,211	83,287	2,076
12 \$	79,930	82,412	84,894	87,376	89,858	92,340	94,822	97,304	99,786	102,268	2,482
13 \$	92,093	95,046	97,999	100,952	103,905	106,858	109,811	112,764	115,717	118,670	2,953
14 \$	108,847	112,334	115,821	119,308	122,795	126,282	129,769	133,256	136,743	140,230	3,487

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)

Fiscal Year: 2019 Service Code Definition: Technical and Paraprofessional

Effective Date: October 14, 2018 Series:

Union/Nonunion: Union Affected CBU/Service Code(s):

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0078
X02

% Increase: 2.0%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	5	6	7	8	9	10	Between Steps
5 \$	36,153	\$ 37,412	\$ 38,671	\$ 39,930	\$ 41,189	\$ 42,448	\$ 43,707	\$ 44,966	\$ 46,225	\$ 47,484	\$ 1,259
6 \$	40,058	\$ 41,454	\$ 42,850	\$ 44,246	\$ 45,642	\$ 47,038	\$ 48,434	\$ 49,830	\$ 51,226	\$ 52,622	\$ 1,396
7 \$	44,389	\$ 45,931	\$ 47,473	\$ 49,015	\$ 50,557	\$ 52,099	\$ 53,641	\$ 55,183	\$ 56,725	\$ 58,267	\$ 1,542
8 \$	48,746	\$ 50,299	\$ 51,852	\$ 53,405	\$ 54,958	\$ 56,511	\$ 58,064	\$ 59,617	\$ 61,170	\$ 62,723	\$ 1,553
9 \$	53,620	\$ 55,333	\$ 57,046	\$ 58,759	\$ 60,472	\$ 62,185	\$ 63,898	\$ 65,611	\$ 67,324	\$ 69,037	\$ 1,713
10 \$	58,823	\$ 60,709	\$ 62,595	\$ 64,481	\$ 66,367	\$ 68,253	\$ 70,139	\$ 72,025	\$ 73,911	\$ 75,797	\$ 1,886
11 \$	64,603	\$ 66,679	\$ 68,755	\$ 70,831	\$ 72,907	\$ 74,983	\$ 77,059	\$ 79,135	\$ 81,211	\$ 83,287	\$ 2,076

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District of Columbia Government Salary Schedule: Comp Unit 1 & 2



Service Code Definition: Corrections and Other Occupation Groups

Fiscal Year: 2019

Effective Date: October 14, 2018

Union/Nonunion: Union

Job Series:

0006 Correctional Program Specialist

0081 Fire Protection Specialist

0101 Correctional Treatment Specialist

0390 Telecommunications Equipment Operator

1802 Cellblock Technician (Cellblock Only)

1811 Criminal Investigator

2151 Dispatcher (OUC Only)

Pay Plan/Schedule: CS

Peoplesoft Schedule: DS0067

X04

% Increase: 2.0%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	Step 5	6	7	8	9	10	Between Steps
4 \$	38,785	\$ 39,862	\$ 40,939	\$ 42,016	\$ 43,093	\$ 44,170	\$ 45,247	\$ 46,324	\$ 47,401	\$ 48,478	\$ 1,077
5 \$	44,604	\$ 45,809	\$ 47,014	\$ 48,219	\$ 49,424	\$ 50,629	\$ 51,834	\$ 53,039	\$ 54,244	\$ 55,449	\$ 1,205
6 \$	47,017	\$ 48,362	\$ 49,707	\$ 51,052	\$ 52,397	\$ 53,742	\$ 55,087	\$ 56,432	\$ 57,777	\$ 59,122	\$ 1,345
7 \$	50,747	\$ 52,241	\$ 53,735	\$ 55,229	\$ 56,723	\$ 58,217	\$ 59,711	\$ 61,205	\$ 62,699	\$ 64,193	\$ 1,494
8 \$	52,890	\$ 54,548	\$ 56,206	\$ 57,864	\$ 59,522	\$ 61,180	\$ 62,838	\$ 64,496	\$ 66,154	\$ 67,812	\$ 1,658
9 \$	56,609	\$ 58,437	\$ 60,265	\$ 62,093	\$ 63,921	\$ 65,749	\$ 67,577	\$ 69,405	\$ 71,233	\$ 73,061	\$ 1,828
10 \$	62,340	\$ 64,354	\$ 66,368	\$ 68,382	\$ 70,396	\$ 72,410	\$ 74,424	\$ 76,438	\$ 78,452	\$ 80,466	\$ 2,014
11 \$	66,305	\$ 68,510	\$ 70,715	\$ 72,920	\$ 75,125	\$ 77,330	\$ 79,535	\$ 81,740	\$ 83,945	\$ 86,150	\$ 2,205
12 \$	79,449	\$ 82,098	\$ 84,747	\$ 87,396	\$ 90,045	\$ 92,694	\$ 95,343	\$ 97,992	\$ 100,641	\$ 103,290	\$ 2,649
13 \$	94,471	\$ 97,622	\$ 100,773	\$ 103,924	\$ 107,075	\$ 110,226	\$ 113,377	\$ 116,528	\$ 119,679	\$ 122,830	\$ 3,151
14 \$	111,656	\$ 115,374	\$ 119,092	\$ 122,810	\$ 126,528	\$ 130,246	\$ 133,964	\$ 137,682	\$ 141,400	\$ 145,118	\$ 3,718

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)

Fiscal Year: 2019 Service Code Definition: Social Worker & Student Trainee

Effective Date: October 14, 2018

Union/Nonunion: Union Affected CBU/Service Code(s): A22

Pay Plan/Schedule: CS 0185 Social Worker
Peoplesoft Schedule: DS0080 0186 Social Worker (Associate)
X05

% Increase: 2.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
5 \$	52,889	\$ 54,278	\$ 55,667	\$ 57,056	\$ 58,445	\$ 59,834	\$ 61,223	\$ 62,612	\$ 64,001	\$ 65,390	\$ 1,389
7 \$	57,348	\$ 58,893	\$ 60,438	\$ 61,983	\$ 63,528	\$ 65,073	\$ 66,618	\$ 68,163	\$ 69,708	\$ 71,253	\$ 1,545
9 \$	62,184	\$ 63,901	\$ 65,618	\$ 67,335	\$ 69,052	\$ 70,769	\$ 72,486	\$ 74,203	\$ 75,920	\$ 77,637	\$ 1,717
11 \$	70,827	\$ 72,903	\$ 74,979	\$ 77,055	\$ 79,131	\$ 81,207	\$ 83,283	\$ 85,359	\$ 87,435	\$ 89,511	\$ 2,076
12 \$	79,930	\$ 82,412	\$ 84,894	\$ 87,376	\$ 89,858	\$ 92,340	\$ 94,822	\$ 97,304	\$ 99,786	\$ 102,268	\$ 2,482
13 \$	88,733	\$ 91,485	\$ 94,237	\$ 96,989	\$ 99,741	\$ 102,493	\$ 105,245	\$ 107,997	\$ 110,749	\$ 113,501	\$ 2,752

District of Columbia Government Salary Schedule: Comp Unit 1 & 2



Fiscal Year: 2019
Effective Date: October 14, 2018
Union/Nonunion: Union
Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0069
% Increase: 2.0%
Resolution Number:
Date of Resolution:

Service Code Definition: Health Care Occupations
Service Codes: A15, A39
Job Series: 0603 Physicians Assistant
 0620 Licensed Practical Nurse
 0625 Autopsy Assistant Mortuary
 0638 Recreation Therapist
 0644 Medical Technologist
 0645 Medical Technician
 0647 Diagnostic Radiologic Technician
 0649 Medical Instrument Technician
 0681 Dental Assistant
 0682 Dental Hygienist
 0688 Sanitarian

Grade	1	2	3	4	Step					8	9	10	Between Steps
					5	6	7	8	9				
5	\$ 41,797	\$ 42,933	\$ 44,069	\$ 45,205	\$ 46,341	\$ 47,477	\$ 48,613	\$ 49,749	\$ 50,885	\$ 52,021	\$ 53,157	\$ 54,293	\$ 1,136
6	\$ 46,329	\$ 47,587	\$ 48,845	\$ 50,103	\$ 51,361	\$ 52,619	\$ 53,877	\$ 55,135	\$ 56,393	\$ 57,651	\$ 58,909	\$ 60,167	\$ 1,258
7	\$ 49,821	\$ 51,229	\$ 52,637	\$ 54,045	\$ 55,453	\$ 56,861	\$ 58,269	\$ 59,677	\$ 61,085	\$ 62,493	\$ 63,901	\$ 65,309	\$ 1,408
8	\$ 54,957	\$ 56,508	\$ 58,059	\$ 59,610	\$ 61,161	\$ 62,712	\$ 64,263	\$ 65,814	\$ 67,365	\$ 68,916	\$ 70,467	\$ 72,018	\$ 1,551
9	\$ 60,471	\$ 62,187	\$ 63,903	\$ 65,619	\$ 67,335	\$ 69,051	\$ 70,767	\$ 72,483	\$ 74,199	\$ 75,915	\$ 77,631	\$ 79,347	\$ 1,716
10	\$ 66,377	\$ 68,258	\$ 70,139	\$ 72,020	\$ 73,901	\$ 75,782	\$ 77,663	\$ 79,544	\$ 81,425	\$ 83,306	\$ 85,187	\$ 87,068	\$ 1,881
11	\$ 72,915	\$ 74,987	\$ 77,059	\$ 79,131	\$ 81,203	\$ 83,275	\$ 85,347	\$ 87,419	\$ 89,491	\$ 91,563	\$ 93,635	\$ 95,707	\$ 2,072
12	\$ 87,373	\$ 89,856	\$ 92,339	\$ 94,822	\$ 97,305	\$ 99,788	\$ 102,271	\$ 104,754	\$ 107,237	\$ 109,720	\$ 112,203	\$ 114,686	\$ 2,483

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2019 Service Code Definition: Maintenance, Trades, & Labor

Effective Date: October 14, 2018

L- Leader

Union/Nonunion: Union Affected CBU/Service Code(s): B01 Regular
B02 Leader

Pay Plan/Schedule: RW
Peoplesoft Schedule: WS0029
WS0034- Leaders
X07 (Leaders previously X08)

% Increase: 2.0%

Resolution Number:

Date of Resolution:

Grade	Step										Between Steps
	1	2	3	4	5	6	7	8	9	10	
02 \$	16.43	\$ 17.00	\$ 17.57	\$ 18.14	\$ 18.71	\$ 19.28	\$ 19.85	\$ 20.42	\$ 20.99	\$ 21.56	\$ 0.57
02L \$	17.92	\$ 18.54	\$ 19.16	\$ 19.78	\$ 20.40	\$ 21.02	\$ 21.64	\$ 22.26	\$ 22.88	\$ 23.50	\$ 0.62
03 \$	17.72	\$ 18.32	\$ 18.92	\$ 19.52	\$ 20.12	\$ 20.72	\$ 21.32	\$ 21.92	\$ 22.52	\$ 23.12	\$ 0.60
03L \$	19.37	\$ 20.04	\$ 20.71	\$ 21.38	\$ 22.05	\$ 22.72	\$ 23.39	\$ 24.06	\$ 24.73	\$ 25.40	\$ 0.67
04 \$	18.98	\$ 19.63	\$ 20.28	\$ 20.93	\$ 21.58	\$ 22.23	\$ 22.88	\$ 23.53	\$ 24.18	\$ 24.83	\$ 0.65
04L \$	20.76	\$ 21.48	\$ 22.20	\$ 22.92	\$ 23.64	\$ 24.36	\$ 25.08	\$ 25.80	\$ 26.52	\$ 27.24	\$ 0.72
05 \$	20.26	\$ 20.95	\$ 21.64	\$ 22.33	\$ 23.02	\$ 23.71	\$ 24.40	\$ 25.09	\$ 25.78	\$ 26.47	\$ 0.69
05L \$	22.04	\$ 22.82	\$ 23.60	\$ 24.38	\$ 25.15	\$ 25.93	\$ 26.71	\$ 27.49	\$ 28.27	\$ 29.05	\$ 0.78
06 \$	21.43	\$ 22.18	\$ 22.93	\$ 23.68	\$ 24.43	\$ 25.18	\$ 25.93	\$ 26.68	\$ 27.43	\$ 28.18	\$ 0.75
06L \$	23.54	\$ 24.35	\$ 25.16	\$ 25.97	\$ 26.78	\$ 27.59	\$ 28.40	\$ 29.21	\$ 30.02	\$ 30.83	\$ 0.81
07 \$	22.85	\$ 23.64	\$ 24.43	\$ 25.22	\$ 26.01	\$ 26.80	\$ 27.59	\$ 28.38	\$ 29.17	\$ 29.96	\$ 0.79
07L \$	24.97	\$ 25.84	\$ 26.71	\$ 27.58	\$ 28.45	\$ 29.32	\$ 30.19	\$ 31.06	\$ 31.93	\$ 32.80	\$ 0.87
08 \$	24.15	\$ 24.98	\$ 25.81	\$ 26.64	\$ 27.47	\$ 28.30	\$ 29.13	\$ 29.96	\$ 30.79	\$ 31.62	\$ 0.83
08L \$	26.40	\$ 27.34	\$ 28.28	\$ 29.22	\$ 30.16	\$ 31.10	\$ 32.04	\$ 32.98	\$ 33.92	\$ 34.86	\$ 0.94
09 \$	25.34	\$ 26.22	\$ 27.10	\$ 27.98	\$ 28.86	\$ 29.74	\$ 30.62	\$ 31.50	\$ 32.38	\$ 33.26	\$ 0.88
09L \$	27.80	\$ 28.76	\$ 29.72	\$ 30.68	\$ 31.64	\$ 32.60	\$ 33.56	\$ 34.52	\$ 35.48	\$ 36.44	\$ 0.96
10 \$	26.63	\$ 27.56	\$ 28.49	\$ 29.42	\$ 30.35	\$ 31.28	\$ 32.21	\$ 33.14	\$ 34.07	\$ 35.00	\$ 0.93
10L \$	29.23	\$ 30.24	\$ 31.25	\$ 32.26	\$ 33.27	\$ 34.28	\$ 35.29	\$ 36.30	\$ 37.31	\$ 38.32	\$ 1.01
11 \$	27.96	\$ 28.93	\$ 29.90	\$ 30.87	\$ 31.84	\$ 32.81	\$ 33.78	\$ 34.75	\$ 35.72	\$ 36.69	\$ 0.97
11L \$	30.65	\$ 31.71	\$ 32.77	\$ 33.83	\$ 34.89	\$ 35.95	\$ 37.01	\$ 38.07	\$ 39.13	\$ 40.19	\$ 1.06
12 \$	29.23	\$ 30.24	\$ 31.25	\$ 32.26	\$ 33.27	\$ 34.28	\$ 35.29	\$ 36.30	\$ 37.31	\$ 38.32	\$ 1.01
12L \$	32.03	\$ 33.13	\$ 34.23	\$ 35.33	\$ 36.43	\$ 37.53	\$ 38.63	\$ 39.73	\$ 40.83	\$ 41.93	\$ 1.10
13 \$	30.46	\$ 31.52	\$ 32.58	\$ 33.64	\$ 34.70	\$ 35.76	\$ 36.82	\$ 37.88	\$ 38.94	\$ 40.00	\$ 1.06
13L \$	33.27	\$ 34.48	\$ 35.69	\$ 36.90	\$ 38.11	\$ 39.32	\$ 40.53	\$ 41.74	\$ 42.95	\$ 44.16	\$ 1.21

● ● ●

Correctional Officers & EMS

A01. A03. A20. A21

0007 Correctional Officer
0083 Special Police Officer
0699 EMT/Paramedic

2.0%

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
5 \$	44,083	\$ 45,215	\$ 46,347	\$ 47,479	\$ 48,611	\$ 49,743	\$ 50,875	\$ 52,007	\$ 53,139	\$ 54,271	\$ 1,132
6 \$	47,575	\$ 48,837	\$ 50,099	\$ 51,361	\$ 52,623	\$ 53,885	\$ 55,147	\$ 56,409	\$ 57,671	\$ 58,933	\$ 1,262
7 \$	50,689	\$ 52,118	\$ 53,547	\$ 54,976	\$ 56,405	\$ 57,834	\$ 59,263	\$ 60,692	\$ 62,121	\$ 63,550	\$ 1,429
8 \$	55,886	\$ 57,468	\$ 59,050	\$ 60,632	\$ 62,214	\$ 63,796	\$ 65,378	\$ 66,960	\$ 68,542	\$ 70,124	\$ 1,582
9 \$	61,517	\$ 63,263	\$ 65,009	\$ 66,755	\$ 68,501	\$ 70,247	\$ 71,993	\$ 73,739	\$ 75,485	\$ 77,231	\$ 1,746
10 \$	67,505	\$ 69,424	\$ 71,343	\$ 73,262	\$ 75,181	\$ 77,100	\$ 79,019	\$ 80,938	\$ 82,857	\$ 84,776	\$ 1,919

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2020 Service Code Definition: Professional and Scientific

Effective Date: October 13, 2019 Series:

Union/Nonunion: Union Affected CBU/Service Code(s):

Pay Plan/Schedule: CS

Peoplesoft Schedule: DS0077

X01

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	5	6	7	8	9	10	Between Steps
9 \$	55,230 \$	56,994 \$	58,758 \$	60,522 \$	62,286 \$	64,050 \$	65,814 \$	67,578 \$	69,342 \$	71,106 \$	1,764
10 \$	60,586 \$	62,529 \$	64,472 \$	66,415 \$	68,358 \$	70,301 \$	72,244 \$	74,187 \$	76,130 \$	78,073 \$	1,943
11 \$	66,542 \$	68,680 \$	70,818 \$	72,956 \$	75,094 \$	77,232 \$	79,370 \$	81,508 \$	83,646 \$	85,784 \$	2,138
12 \$	82,326 \$	84,883 \$	87,440 \$	89,997 \$	92,554 \$	95,111 \$	97,668 \$	100,225 \$	102,782 \$	105,339 \$	2,557
13 \$	94,658 \$	97,899 \$	100,940 \$	103,981 \$	107,022 \$	110,063 \$	113,104 \$	116,145 \$	119,186 \$	122,227 \$	3,041
14 \$	112,111 \$	115,703 \$	119,295 \$	122,887 \$	126,479 \$	130,071 \$	133,663 \$	137,255 \$	140,847 \$	144,439 \$	3,592

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)

Fiscal Year: 2020 Service Code Definition: Technical and Paraprofessional

Effective Date: October 13, 2019

Series:

Union/Nonunion: Union

Affected CBU/Service Code(s):

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0078
X02

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	5	6	7	8	9	10	Between Steps
5	\$ 37,237	\$ 38,534	\$ 39,831	\$ 41,128	\$ 42,425	\$ 43,722	\$ 45,019	\$ 46,316	\$ 47,613	\$ 48,910	\$ 1,297
6	\$ 41,259	\$ 42,697	\$ 44,135	\$ 45,573	\$ 47,011	\$ 48,449	\$ 49,887	\$ 51,325	\$ 52,763	\$ 54,201	\$ 1,438
7	\$ 45,718	\$ 47,307	\$ 48,896	\$ 50,485	\$ 52,074	\$ 53,663	\$ 55,252	\$ 56,841	\$ 58,430	\$ 60,019	\$ 1,589
8	\$ 50,207	\$ 51,807	\$ 53,407	\$ 55,007	\$ 56,607	\$ 58,207	\$ 59,807	\$ 61,407	\$ 63,007	\$ 64,607	\$ 1,600
9	\$ 55,230	\$ 56,994	\$ 58,758	\$ 60,522	\$ 62,286	\$ 64,050	\$ 65,814	\$ 67,578	\$ 69,342	\$ 71,106	\$ 1,764
10	\$ 60,586	\$ 62,529	\$ 64,472	\$ 66,415	\$ 68,358	\$ 70,301	\$ 72,244	\$ 74,187	\$ 76,130	\$ 78,073	\$ 1,943
11	\$ 66,542	\$ 68,680	\$ 70,818	\$ 72,956	\$ 75,094	\$ 77,232	\$ 79,370	\$ 81,508	\$ 83,646	\$ 85,784	\$ 2,138

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year:	2020	Service Code Definition:	Clerical and Administrative Support										
Effective Date:	October 13, 2019	Series:											
Union/Nonunion:	Union	Affected CBU/Service Code(s):											
Pay Plan/Schedule:	CS												
Peoplesoft Schedule:	DS0079												
	X03												
% Increase:	3.0%												
Resolution Number:													
Date of Resolution:													
			Steps										Between Steps
Grade	1	2	3	4	5	6	7	8	9	10			
2 S	\$ 30,130	\$ 31,183	\$ 32,236	\$ 33,289	\$ 34,342	\$ 35,395	\$ 36,448	\$ 37,501	\$ 38,554	\$ 39,607	\$ 1,053		
3 S	\$ 32,832	\$ 33,971	\$ 35,110	\$ 36,249	\$ 37,388	\$ 38,527	\$ 39,666	\$ 40,805	\$ 41,944	\$ 43,083	\$ 1,139		
4 S	\$ 34,432	\$ 35,602	\$ 36,772	\$ 37,942	\$ 39,112	\$ 40,282	\$ 41,452	\$ 42,622	\$ 43,792	\$ 44,962	\$ 1,170		
5 S	\$ 37,237	\$ 38,534	\$ 39,831	\$ 41,128	\$ 42,425	\$ 43,722	\$ 45,019	\$ 46,316	\$ 47,613	\$ 48,910	\$ 1,297		
6 S	\$ 41,259	\$ 42,697	\$ 44,135	\$ 45,573	\$ 47,011	\$ 48,449	\$ 49,887	\$ 51,325	\$ 52,763	\$ 54,201	\$ 1,438		
7 S	\$ 45,718	\$ 47,307	\$ 48,896	\$ 50,485	\$ 52,074	\$ 53,663	\$ 55,252	\$ 56,841	\$ 58,430	\$ 60,019	\$ 1,589		
8 S	\$ 50,207	\$ 51,807	\$ 53,407	\$ 55,007	\$ 56,607	\$ 58,207	\$ 59,807	\$ 61,407	\$ 63,007	\$ 64,607	\$ 1,600		
9 S	\$ 55,230	\$ 56,994	\$ 58,758	\$ 60,522	\$ 62,286	\$ 64,050	\$ 65,814	\$ 67,578	\$ 69,342	\$ 71,106	\$ 1,764		

District of Columbia Government Salary Schedule: Comp Unit 1 & 2

Service Code Definition: Corrections and Other Occupation Groups

Fiscal Year: 2020

Effective Date: October 13, 2019

Union/Nonunion: Union

Job Series:

0006 Correctional Program Specialist
0081 Fire Protection Specialist
0101 Correctional Treatment Specialist
0390 Telecommunications Equipment Operator
1802 Cellblock Technician (Cellblock Only)
1811 Criminal Investigator
2151 Dispatcher (OUC Only)

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0067
X04

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	5	6	7	8	9	10	Between Steps
4	\$ 39,946	\$ 41,056	\$ 42,166	\$ 43,276	\$ 44,386	\$ 45,496	\$ 46,606	\$ 47,716	\$ 48,826	\$ 49,936	\$ 1,110
5	\$ 45,943	\$ 47,184	\$ 48,425	\$ 49,666	\$ 50,907	\$ 52,148	\$ 53,389	\$ 54,630	\$ 55,871	\$ 57,112	\$ 1,241
6	\$ 48,429	\$ 49,814	\$ 51,199	\$ 52,584	\$ 53,969	\$ 55,354	\$ 56,739	\$ 58,124	\$ 59,509	\$ 60,894	\$ 1,385
7	\$ 52,269	\$ 53,808	\$ 55,347	\$ 56,886	\$ 58,425	\$ 59,964	\$ 61,503	\$ 63,042	\$ 64,581	\$ 66,120	\$ 1,539
8	\$ 54,476	\$ 56,184	\$ 57,892	\$ 59,600	\$ 61,308	\$ 63,016	\$ 64,724	\$ 66,432	\$ 68,140	\$ 69,848	\$ 1,708
9	\$ 58,307	\$ 60,190	\$ 62,073	\$ 63,956	\$ 65,839	\$ 67,722	\$ 69,605	\$ 71,488	\$ 73,371	\$ 75,254	\$ 1,883
10	\$ 64,208	\$ 66,283	\$ 68,358	\$ 70,433	\$ 72,508	\$ 74,583	\$ 76,658	\$ 78,733	\$ 80,808	\$ 82,883	\$ 2,075
11	\$ 68,295	\$ 70,566	\$ 72,837	\$ 75,108	\$ 77,379	\$ 79,650	\$ 81,921	\$ 84,192	\$ 86,463	\$ 88,734	\$ 2,271
12	\$ 81,834	\$ 84,562	\$ 87,290	\$ 90,018	\$ 92,746	\$ 95,474	\$ 98,202	\$ 100,930	\$ 103,658	\$ 106,386	\$ 2,728
13	\$ 97,307	\$ 100,552	\$ 103,797	\$ 107,042	\$ 110,287	\$ 113,532	\$ 116,777	\$ 120,022	\$ 123,267	\$ 126,512	\$ 3,245
14	\$ 115,004	\$ 118,834	\$ 122,664	\$ 126,494	\$ 130,324	\$ 134,154	\$ 137,984	\$ 141,814	\$ 145,644	\$ 149,474	\$ 3,830

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2020 Service Code Definition: Social Worker & Student Trainee

Effective Date: October 13, 2019

Union/Nonunion: Union Affected CBU/Service Code(s): A22

Pay Plan/Schedule: CS Series: 0185 Social Worker
Peoplesoft Schedule: DS0080 0186 Social Worker (Associate)
X05

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
5 \$	54,478	\$ 55,908	\$ 57,338	\$ 58,768	\$ 60,198	\$ 61,628	\$ 63,058	\$ 64,488	\$ 65,918	\$ 67,348	\$ 1,430
7 \$	59,066	\$ 60,658	\$ 62,250	\$ 63,842	\$ 65,434	\$ 67,026	\$ 68,618	\$ 70,210	\$ 71,802	\$ 73,394	\$ 1,592
9 \$	64,048	\$ 65,817	\$ 67,586	\$ 69,355	\$ 71,124	\$ 72,893	\$ 74,662	\$ 76,431	\$ 78,200	\$ 79,969	\$ 1,769
11 \$	72,953	\$ 75,091	\$ 77,229	\$ 79,367	\$ 81,505	\$ 83,643	\$ 85,781	\$ 87,919	\$ 90,057	\$ 92,195	\$ 2,138
12 \$	82,326	\$ 84,883	\$ 87,440	\$ 89,997	\$ 92,554	\$ 95,111	\$ 97,668	\$ 100,225	\$ 102,782	\$ 105,339	\$ 2,557
13 \$	91,397	\$ 94,231	\$ 97,065	\$ 99,899	\$ 102,733	\$ 105,567	\$ 108,401	\$ 111,235	\$ 114,069	\$ 116,903	\$ 2,834

District of Columbia Government Salary Schedule: Comp Unit 1 & 2



Fiscal Year:	2020	Service Code Definition:	Health Care Occupations
Effective Date:	October 13, 2019	Service Codes:	A15, A39
Union/Nonunion:	Union	Job Series:	0603 Physicians Assistant 0620 Licensed Practical Nurse 0625 Autopsy Assistant Mortuary 0638 Recreation Therapist 0644 Medical Technologist 0645 Medical Technician 0647 Diagnostic Radiologic Technician 0649 Medical Instrument Technician 0681 Dental Assistant 0682 Dental Hygienist 0688 Sanitarian
Pay Plan/Schedule:	CS		
Peoplesoft Schedule:	DS0069 X06		
% Increase:	3.0%		
Resolution Number:			
Date of Resolution:			

Grade	Step												Between Steps
	1	2	3	4	5	6	7	8	9	10			
5	\$ 43,051	\$ 44,221	\$ 45,391	\$ 46,561	\$ 47,731	\$ 48,901	\$ 50,071	\$ 51,241	\$ 52,411	\$ 53,581	\$	\$	1,170
6	\$ 47,718	\$ 49,014	\$ 50,310	\$ 51,606	\$ 52,902	\$ 54,198	\$ 55,494	\$ 56,790	\$ 58,086	\$ 59,382	\$	\$	1,296
7	\$ 51,313	\$ 52,764	\$ 54,215	\$ 55,666	\$ 57,117	\$ 58,568	\$ 60,019	\$ 61,470	\$ 62,921	\$ 64,372	\$	\$	1,451
8	\$ 56,604	\$ 58,202	\$ 59,800	\$ 61,398	\$ 62,996	\$ 64,594	\$ 66,192	\$ 67,790	\$ 69,388	\$ 70,986	\$	\$	1,598
9	\$ 62,287	\$ 64,054	\$ 65,821	\$ 67,588	\$ 69,355	\$ 71,122	\$ 72,889	\$ 74,656	\$ 76,423	\$ 78,190	\$	\$	1,767
10	\$ 68,370	\$ 70,307	\$ 72,244	\$ 74,181	\$ 76,118	\$ 78,055	\$ 79,992	\$ 81,929	\$ 83,866	\$ 85,803	\$	\$	1,937
11	\$ 75,103	\$ 77,237	\$ 79,371	\$ 81,505	\$ 83,639	\$ 85,773	\$ 87,907	\$ 90,041	\$ 92,175	\$ 94,309	\$	\$	2,134
12	\$ 89,996	\$ 92,553	\$ 95,110	\$ 97,667	\$ 100,224	\$ 102,781	\$ 105,338	\$ 107,895	\$ 110,452	\$ 113,009	\$	\$	2,557

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2020 Service Code Definition: Maintenance, Trades, & Labor

Effective Date: October 13, 2019

L- Leader

Union/Nonunion: Union Affected CBU/Service Code(s): B01 Regular
B02 Leader

Pay Plan/Schedule: RW
Peoplesoft Schedule: WS0029
WS0034- Leaders
X07 (Leaders previously X08)

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	Step 5	6	7	8	9	10	Between Steps
02 \$	16.91	\$ 17.50	\$ 18.09	\$ 18.68	\$ 19.27	\$ 19.86	\$ 20.45	\$ 21.04	\$ 21.63	\$ 22.22	\$ 0.59
02L \$	18.45	\$ 19.09	\$ 19.73	\$ 20.37	\$ 21.01	\$ 21.65	\$ 22.29	\$ 22.93	\$ 23.57	\$ 24.21	\$ 0.64
03 \$	18.28	\$ 18.89	\$ 19.50	\$ 20.11	\$ 20.72	\$ 21.33	\$ 21.94	\$ 22.55	\$ 23.16	\$ 23.77	\$ 0.61
03L \$	19.95	\$ 20.64	\$ 21.33	\$ 22.02	\$ 22.71	\$ 23.40	\$ 24.09	\$ 24.78	\$ 25.47	\$ 26.16	\$ 0.69
04 \$	19.55	\$ 20.22	\$ 20.89	\$ 21.56	\$ 22.23	\$ 22.90	\$ 23.57	\$ 24.24	\$ 24.91	\$ 25.58	\$ 0.67
04L \$	21.39	\$ 22.13	\$ 22.87	\$ 23.61	\$ 24.35	\$ 25.09	\$ 25.83	\$ 26.57	\$ 27.31	\$ 28.05	\$ 0.74
05 \$	20.87	\$ 21.58	\$ 22.29	\$ 23.00	\$ 23.71	\$ 24.42	\$ 25.13	\$ 25.84	\$ 26.55	\$ 27.26	\$ 0.71
05L \$	22.74	\$ 23.53	\$ 24.32	\$ 25.11	\$ 25.90	\$ 26.69	\$ 27.48	\$ 28.27	\$ 29.06	\$ 29.85	\$ 0.79
06 \$	22.08	\$ 22.85	\$ 23.62	\$ 24.39	\$ 25.16	\$ 25.93	\$ 26.70	\$ 27.47	\$ 28.24	\$ 29.01	\$ 0.77
06L \$	24.26	\$ 25.09	\$ 25.92	\$ 26.75	\$ 27.58	\$ 28.41	\$ 29.24	\$ 30.07	\$ 30.90	\$ 31.73	\$ 0.83
07 \$	23.55	\$ 24.36	\$ 25.17	\$ 25.98	\$ 26.79	\$ 27.60	\$ 28.41	\$ 29.22	\$ 30.03	\$ 30.84	\$ 0.81
07L \$	25.74	\$ 26.63	\$ 27.52	\$ 28.41	\$ 29.30	\$ 30.19	\$ 31.08	\$ 31.97	\$ 32.86	\$ 33.75	\$ 0.89
08 \$	24.89	\$ 25.74	\$ 26.59	\$ 27.44	\$ 28.29	\$ 29.14	\$ 29.99	\$ 30.84	\$ 31.69	\$ 32.54	\$ 0.85
08L \$	27.22	\$ 28.18	\$ 29.14	\$ 30.10	\$ 31.06	\$ 32.02	\$ 32.98	\$ 33.94	\$ 34.90	\$ 35.86	\$ 0.96
09 \$	26.09	\$ 27.00	\$ 27.91	\$ 28.82	\$ 29.73	\$ 30.64	\$ 31.55	\$ 32.46	\$ 33.37	\$ 34.28	\$ 0.91
09L \$	28.63	\$ 29.62	\$ 30.61	\$ 31.60	\$ 32.59	\$ 33.58	\$ 34.57	\$ 35.56	\$ 36.55	\$ 37.54	\$ 0.99
10 \$	27.42	\$ 28.38	\$ 29.34	\$ 30.30	\$ 31.26	\$ 32.22	\$ 33.18	\$ 34.14	\$ 35.10	\$ 36.06	\$ 0.96
10L \$	30.11	\$ 31.15	\$ 32.19	\$ 33.23	\$ 34.27	\$ 35.31	\$ 36.35	\$ 37.39	\$ 38.43	\$ 39.47	\$ 1.04
11 \$	28.80	\$ 29.80	\$ 30.80	\$ 31.80	\$ 32.80	\$ 33.80	\$ 34.80	\$ 35.80	\$ 36.80	\$ 37.80	\$ 1.00
11L \$	31.54	\$ 32.64	\$ 33.74	\$ 34.84	\$ 35.94	\$ 37.04	\$ 38.14	\$ 39.24	\$ 40.34	\$ 41.44	\$ 1.10
12 \$	30.11	\$ 31.15	\$ 32.19	\$ 33.23	\$ 34.27	\$ 35.31	\$ 36.35	\$ 37.39	\$ 38.43	\$ 39.47	\$ 1.04
12L \$	33.00	\$ 34.13	\$ 35.26	\$ 36.39	\$ 37.52	\$ 38.65	\$ 39.78	\$ 40.91	\$ 42.04	\$ 43.17	\$ 1.13
13 \$	31.38	\$ 32.47	\$ 33.56	\$ 34.65	\$ 35.74	\$ 36.83	\$ 37.92	\$ 39.01	\$ 40.10	\$ 41.19	\$ 1.09
13L \$	34.26	\$ 35.51	\$ 36.76	\$ 38.01	\$ 39.25	\$ 40.50	\$ 41.75	\$ 43.00	\$ 44.25	\$ 45.50	\$ 1.25

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)

Fiscal Year: 2020
Effective Date: October 13, 2019
Union/Nonunion: Union
Service Code Definition: Correctional Officers & EMS
Affected CBU/Service Code(s): A01, A03, A20, A21
Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0070
% Increase: 3.0%
Resolution Number:
Date of Resolution:

Grade	1	2	3	4	5	6	7	8	9	10	Between Steps
5	\$ 45,405	\$ 46,571	\$ 47,737	\$ 48,903	\$ 50,069	\$ 51,235	\$ 52,401	\$ 53,567	\$ 54,733	\$ 55,899	\$ 1,166
6	\$ 49,002	\$ 50,302	\$ 51,602	\$ 52,902	\$ 54,202	\$ 55,502	\$ 56,802	\$ 58,102	\$ 59,402	\$ 60,702	\$ 1,300
7	\$ 52,209	\$ 53,681	\$ 55,153	\$ 56,625	\$ 58,097	\$ 59,569	\$ 61,041	\$ 62,513	\$ 63,985	\$ 65,457	\$ 1,472
8	\$ 57,564	\$ 59,193	\$ 60,822	\$ 62,451	\$ 64,080	\$ 65,709	\$ 67,338	\$ 68,967	\$ 70,596	\$ 72,225	\$ 1,629
9	\$ 63,364	\$ 65,162	\$ 66,960	\$ 68,758	\$ 70,556	\$ 72,354	\$ 74,152	\$ 75,950	\$ 77,748	\$ 79,546	\$ 1,798
10	\$ 69,532	\$ 71,508	\$ 73,484	\$ 75,460	\$ 77,436	\$ 79,412	\$ 81,388	\$ 83,364	\$ 85,340	\$ 87,316	\$ 1,976

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2021 Service Code Definition: Professional and Scientific

Effective Date: October 11, 2020 Series:

Union/Nonunion: Union Affected CBU/Service Code(s):

Pay Plan/Schedule: CS

Peoplesoft Schedule: DS0077

X01

% Increase: 3.5%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	5	6	7	8	9	10	Between Steps
9 \$	57,162	58,988	60,814	62,640	64,466	66,292	68,118	69,944	71,770	73,596	1,826
10 \$	62,707	64,718	66,729	68,740	70,751	72,762	74,773	76,784	78,795	80,806	2,011
11 \$	68,870	71,083	73,296	75,509	77,722	79,935	82,148	84,361	86,574	88,787	2,213
12 \$	85,209	87,855	90,501	93,147	95,793	98,439	101,085	103,731	106,377	109,023	2,646
13 \$	98,176	101,324	104,472	107,620	110,768	113,916	117,064	120,212	123,360	126,508	3,148
14 \$	116,034	119,752	123,470	127,188	130,906	134,624	138,342	142,060	145,778	149,496	3,718

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)

Fiscal Year: 2021 Service Code Definition: Technical and Paraprofessional

Effective Date: October 11, 2020 Series:

Union/Nonunion: Union Affected CBU/Service Code(s):

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0078
X02

% Increase: 3.5%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	5	Steps			7	8	9	10	Between Steps
5	\$ 38,538	\$ 39,881	\$ 41,224	\$ 42,567	\$ 43,910	\$ 45,253	\$ 46,596	\$ 47,939	\$ 49,282	\$ 50,625	\$ 1,343		
6	\$ 42,704	\$ 44,192	\$ 45,680	\$ 47,168	\$ 48,656	\$ 50,144	\$ 51,632	\$ 53,120	\$ 54,608	\$ 56,096	\$ 1,488		
7	\$ 47,317	\$ 48,962	\$ 50,607	\$ 52,252	\$ 53,897	\$ 55,542	\$ 57,187	\$ 58,832	\$ 60,477	\$ 62,122	\$ 1,645		
8	\$ 51,964	\$ 53,620	\$ 55,276	\$ 56,932	\$ 58,588	\$ 60,244	\$ 61,900	\$ 63,556	\$ 65,212	\$ 66,868	\$ 1,656		
9	\$ 57,162	\$ 58,988	\$ 60,814	\$ 62,640	\$ 64,466	\$ 66,292	\$ 68,118	\$ 69,944	\$ 71,770	\$ 73,596	\$ 1,826		
10	\$ 62,707	\$ 64,718	\$ 66,729	\$ 68,740	\$ 70,751	\$ 72,762	\$ 74,773	\$ 76,784	\$ 78,795	\$ 80,806	\$ 2,011		
11	\$ 68,870	\$ 71,083	\$ 73,296	\$ 75,509	\$ 77,722	\$ 79,935	\$ 82,148	\$ 84,361	\$ 86,574	\$ 88,787	\$ 2,213		

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2021 Service Code Definition: Clerical and Administrative Support

Effective Date: October 11, 2020 Series:

Union/Nonunion: Union Affected CBU/Service Code(s):

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0079
X03

% Increase: 3.5%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
2 \$	31,184	\$ 32,274	\$ 33,364	\$ 34,454	\$ 35,544	\$ 36,634	\$ 37,724	\$ 38,814	\$ 39,904	\$ 40,994	\$ 1,090
3 \$	33,981	\$ 35,160	\$ 36,339	\$ 37,518	\$ 38,697	\$ 39,876	\$ 41,055	\$ 42,234	\$ 43,413	\$ 44,592	\$ 1,179
4 \$	35,637	\$ 36,848	\$ 38,059	\$ 39,270	\$ 40,481	\$ 41,692	\$ 42,903	\$ 44,114	\$ 45,325	\$ 46,536	\$ 1,211
5 \$	38,538	\$ 39,881	\$ 41,224	\$ 42,567	\$ 43,910	\$ 45,253	\$ 46,596	\$ 47,939	\$ 49,282	\$ 50,625	\$ 1,343
6 \$	42,704	\$ 44,192	\$ 45,680	\$ 47,168	\$ 48,656	\$ 50,144	\$ 51,632	\$ 53,120	\$ 54,608	\$ 56,096	\$ 1,488
7 \$	47,317	\$ 48,962	\$ 50,607	\$ 52,252	\$ 53,897	\$ 55,542	\$ 57,187	\$ 58,832	\$ 60,477	\$ 62,122	\$ 1,645
8 \$	51,964	\$ 53,620	\$ 55,276	\$ 56,932	\$ 58,588	\$ 60,244	\$ 61,900	\$ 63,556	\$ 65,212	\$ 66,868	\$ 1,656
9 \$	57,162	\$ 58,988	\$ 60,814	\$ 62,640	\$ 64,466	\$ 66,292	\$ 68,118	\$ 69,944	\$ 71,770	\$ 73,596	\$ 1,826

District of Columbia Government Salary Schedule: Comp Unit 1 & 2

Fiscal Year:

2021

Service Code Definition:

Corrections and Other Occupation Groups

Effective Date:

October 11, 2020

Union/Nonunion:

Union

Job Series:

0006 Correctional Program Specialist
0081 Fire Protection Specialist
0101 Correctional Treatment Specialist
0390 Telecommunications Equipment Operator
1802 Cellblock Technician (Cellblock Only)
1811 Criminal Investigator
2151 Dispatcher (OUC Only)

Pay Plan/Schedule:

CS

Peoplesoft Schedule:

DS0067
X04

% Increase:

3.5%

Resolution Number:

Date of Resolution:

Grade	Step										Between Steps
	1	2	3	4	5	6	7	8	9	10	
4 \$	41,344 \$	42,493 \$	43,642 \$	44,791 \$	45,940 \$	47,089 \$	48,238 \$	49,387 \$	50,536 \$	51,685 \$	1,149
5 \$	47,549 \$	48,834 \$	50,119 \$	51,404 \$	52,689 \$	53,974 \$	55,259 \$	56,544 \$	57,829 \$	59,114 \$	1,285
6 \$	50,119 \$	51,554 \$	52,989 \$	54,424 \$	55,858 \$	57,293 \$	58,728 \$	60,163 \$	61,598 \$	63,033 \$	1,435
7 \$	54,098 \$	55,691 \$	57,284 \$	58,877 \$	60,470 \$	62,063 \$	63,656 \$	65,249 \$	66,842 \$	68,435 \$	1,593
8 \$	56,382 \$	58,150 \$	59,918 \$	61,686 \$	63,454 \$	65,222 \$	66,990 \$	68,758 \$	70,526 \$	72,294 \$	1,768
9 \$	60,347 \$	62,296 \$	64,245 \$	66,194 \$	68,143 \$	70,092 \$	72,041 \$	73,990 \$	75,939 \$	77,888 \$	1,949
10 \$	66,454 \$	68,602 \$	70,750 \$	72,898 \$	75,046 \$	77,194 \$	79,342 \$	81,490 \$	83,638 \$	85,786 \$	2,148
11 \$	70,687 \$	73,037 \$	75,387 \$	77,737 \$	80,087 \$	82,437 \$	84,787 \$	87,137 \$	89,487 \$	91,837 \$	2,350
12 \$	84,700 \$	87,523 \$	90,346 \$	93,169 \$	95,992 \$	98,815 \$	101,638 \$	104,461 \$	107,284 \$	110,107 \$	2,823
13 \$	100,711 \$	104,070 \$	107,429 \$	110,788 \$	114,147 \$	117,506 \$	120,865 \$	124,224 \$	127,583 \$	130,942 \$	3,359
14 \$	119,029 \$	122,993 \$	126,957 \$	130,921 \$	134,885 \$	138,849 \$	142,813 \$	146,777 \$	150,741 \$	154,705 \$	3,964

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)

Fiscal Year: 2021 Service Code Definition: Social Worker & Student Trainee

Effective Date: October 11, 2020

Union/Nonunion: Union Affected CBU/Service Code(s): A22

Pay Plan/Schedule: CS Series: 0185 Social Worker
Peoplesoft Schedule: DS0080 0186 Social Worker (Associate)
X05

% Increase: 3.5%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	Steps					10	Between	
					5	6	7	8	9		Steps	
5 \$	56,385	\$ 57,865	\$ 59,345	\$ 60,825	\$ 62,305	\$ 63,785	\$ 65,265	\$ 66,745	\$ 68,225	\$ 69,705	\$	1,480
7 \$	61,132	\$ 62,780	\$ 64,428	\$ 66,076	\$ 67,724	\$ 69,372	\$ 71,020	\$ 72,668	\$ 74,316	\$ 75,964	\$	1,648
9 \$	66,289	\$ 68,120	\$ 69,951	\$ 71,782	\$ 73,613	\$ 75,444	\$ 77,275	\$ 79,106	\$ 80,937	\$ 82,768	\$	1,831
11 \$	75,506	\$ 77,719	\$ 79,932	\$ 82,145	\$ 84,358	\$ 86,571	\$ 88,784	\$ 90,997	\$ 93,210	\$ 95,423	\$	2,213
12 \$	85,209	\$ 87,855	\$ 90,501	\$ 93,147	\$ 95,793	\$ 98,439	\$ 101,085	\$ 103,731	\$ 106,377	\$ 109,023	\$	2,646
13 \$	94,593	\$ 97,527	\$ 100,461	\$ 103,395	\$ 106,329	\$ 109,263	\$ 112,197	\$ 115,131	\$ 118,065	\$ 120,999	\$	2,934

District of Columbia Government Salary Schedule: Comp Unit 1 & 2



Fiscal Year:	2021	Service Code Definition:	Health Care Occupations
Effective Date:	October 11, 2020	Service Codes:	A15, A39
Union/Nonunion:	Union	Job Series:	0603 Physicians Assistant 0620 Licensed Practical Nurse 0625 Autopsy Assistant Mortuary 0638 Recreation Therapist 0644 Medical Technologist 0645 Medical Technician 0647 Diagnostic Radiologic Technician 0649 Medical Instrument Technician 0681 Dental Assistant 0682 Dental Hygienist 0688 Sanitarian
Pay Plan/Schedule:	CS		
Peoplesoft Schedule:	DS0069		
	X06		
% Increase:	3.5%		
Resolution Number:			
Date of Resolution:			

Grade	Step												Between Steps
	1	2	3	4	5	6	7	8	9	10			
5	\$ 44,558	\$ 45,769	\$ 46,980	\$ 48,191	\$ 49,402	\$ 50,613	\$ 51,824	\$ 53,035	\$ 54,246	\$ 55,457	\$	\$	1,211
6	\$ 49,386	\$ 50,728	\$ 52,070	\$ 53,412	\$ 54,754	\$ 56,096	\$ 57,438	\$ 58,780	\$ 60,122	\$ 61,464	\$	\$	1,342
7	\$ 53,108	\$ 54,610	\$ 56,112	\$ 57,614	\$ 59,116	\$ 60,618	\$ 62,120	\$ 63,622	\$ 65,124	\$ 66,626	\$	\$	1,502
8	\$ 58,585	\$ 60,239	\$ 61,893	\$ 63,547	\$ 65,201	\$ 66,855	\$ 68,509	\$ 70,163	\$ 71,817	\$ 73,471	\$	\$	1,654
9	\$ 64,470	\$ 66,298	\$ 68,126	\$ 69,954	\$ 71,782	\$ 73,610	\$ 75,438	\$ 77,266	\$ 79,094	\$ 80,922	\$	\$	1,828
10	\$ 70,762	\$ 72,767	\$ 74,772	\$ 76,777	\$ 78,782	\$ 80,787	\$ 82,792	\$ 84,797	\$ 86,802	\$ 88,807	\$	\$	2,005
11	\$ 77,734	\$ 79,942	\$ 82,150	\$ 84,358	\$ 86,566	\$ 88,774	\$ 90,982	\$ 93,190	\$ 95,398	\$ 97,606	\$	\$	2,208
12	\$ 93,144	\$ 95,791	\$ 98,438	\$ 101,085	\$ 103,732	\$ 106,379	\$ 109,026	\$ 111,673	\$ 114,320	\$ 116,967	\$	\$	2,647

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)

Fiscal Year: 2021 Service Code Definition: Maintenance, Trades, & Labor

Effective Date: October 11, 2020

L- Leader

Union/Nonunion: Union Affected CBU/Service Code(s): B01 Regular
B02 Leader

Pay Plan/Schedule: RW
Peoplesoft Schedule: WS0029
WS0034- Leaders
X07 (Leaders previously X08)

% Increase: 3.5%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	5	6	7	8	9	10	Between Steps
02 \$	17.50	18.11	18.72	19.33	19.94	20.55	21.16	21.77	22.38	22.99	\$ 0.61
02L \$	19.07	19.74	20.41	21.08	21.75	22.42	23.09	23.76	24.43	25.10	\$ 0.67
03 \$	18.89	19.53	20.17	20.81	21.45	22.09	22.73	23.37	24.01	24.65	\$ 0.64
03L \$	20.66	21.37	22.08	22.79	23.50	24.21	24.92	25.63	26.34	27.05	\$ 0.71
04 \$	20.21	20.91	21.61	22.31	23.01	23.71	24.41	25.11	25.81	26.51	\$ 0.70
04L \$	22.16	22.92	23.68	24.44	25.20	25.96	26.72	27.48	28.24	29.00	\$ 0.76
05 \$	21.62	22.35	23.08	23.81	24.54	25.27	26.00	26.73	27.46	28.19	\$ 0.73
05L \$	23.53	24.35	25.17	25.99	26.81	27.63	28.45	29.27	30.09	30.91	\$ 0.82
06 \$	22.84	23.64	24.44	25.24	26.04	26.84	27.64	28.44	29.24	30.04	\$ 0.80
06L \$	25.11	25.97	26.83	27.69	28.55	29.41	30.27	31.13	31.99	32.85	\$ 0.86
07 \$	24.37	25.21	26.05	26.89	27.73	28.57	29.41	30.25	31.09	31.93	\$ 0.84
07L \$	26.61	27.54	28.47	29.40	30.33	31.26	32.19	33.12	34.05	34.98	\$ 0.93
08 \$	25.76	26.64	27.52	28.40	29.28	30.16	31.04	31.92	32.80	33.68	\$ 0.88
08L \$	28.15	29.15	30.15	31.15	32.15	33.15	34.15	35.15	36.15	37.15	\$ 1.00
09 \$	27.01	27.95	28.89	29.83	30.77	31.71	32.65	33.59	34.53	35.47	\$ 0.94
09L \$	29.65	30.67	31.69	32.71	33.73	34.75	35.77	36.79	37.81	38.83	\$ 1.02
10 \$	28.39	29.38	30.37	31.36	32.35	33.34	34.33	35.32	36.31	37.30	\$ 0.99
10L \$	31.15	32.23	33.31	34.39	35.47	36.55	37.63	38.71	39.79	40.87	\$ 1.08
11 \$	29.79	30.83	31.87	32.91	33.95	34.99	36.03	37.07	38.11	39.15	\$ 1.04
11L \$	32.64	33.78	34.92	36.06	37.20	38.34	39.48	40.62	41.76	42.90	\$ 1.14
12 \$	31.15	32.23	33.31	34.39	35.47	36.55	37.63	38.71	39.79	40.87	\$ 1.08
12L \$	34.15	35.32	36.49	37.66	38.83	40.00	41.17	42.34	43.51	44.68	\$ 1.17
13 \$	32.47	33.60	34.73	35.86	36.99	38.12	39.25	40.38	41.51	42.64	\$ 1.13
13L \$	35.50	36.78	38.06	39.34	40.62	41.90	43.18	44.46	45.74	47.02	\$ 1.28

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)

Fiscal Year: 2021
Effective Date: October 11, 2020
Union/Nonunion: Union
Service Code Definition: Correctional Officers & EMS
Affected CBU/Service Code(s): A01, A03, A20, A21
Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0070
X10
Series: 0007 Correctional Officer
 0083 Special Police Officer
 0699 EMT/Paramedic
% Increase: 3.5%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	5	6	7	8	9	10	Between Steps
5 \$	46,997	\$ 48,203	\$ 49,409	\$ 50,615	\$ 51,821	\$ 53,027	\$ 54,233	\$ 55,439	\$ 56,645	\$ 57,851	\$ 1,206
6 \$	50,719	\$ 52,064	\$ 53,409	\$ 54,754	\$ 56,099	\$ 57,444	\$ 58,789	\$ 60,134	\$ 61,479	\$ 62,824	\$ 1,345
7 \$	54,038	\$ 55,561	\$ 57,084	\$ 58,607	\$ 60,130	\$ 61,653	\$ 63,176	\$ 64,699	\$ 66,222	\$ 67,745	\$ 1,523
8 \$	59,579	\$ 61,265	\$ 62,951	\$ 64,637	\$ 66,323	\$ 68,009	\$ 69,695	\$ 71,381	\$ 73,067	\$ 74,753	\$ 1,686
9 \$	65,585	\$ 67,445	\$ 69,305	\$ 71,165	\$ 73,025	\$ 74,885	\$ 76,745	\$ 78,605	\$ 80,465	\$ 82,325	\$ 1,860
10 \$	71,966	\$ 74,011	\$ 76,056	\$ 78,101	\$ 80,146	\$ 82,191	\$ 84,236	\$ 86,281	\$ 88,326	\$ 90,371	\$ 2,045



Science Advisory Board Meeting
Consolidated Forensic Laboratory – Room 1224
9:00 am Friday, October 18, 2019
Agenda

- Roll Call – Review of Minutes from Previous Meeting, Approval of Minutes
- Director's Update
- Deputy Director and Quality Update
- Public Health Laboratory Update
- SAB Review of Protocols for Latent Fingerprint Unit
- Old Business/ New Business/ Future Meetings
- Closing and Adjournment



**Department of Forensic Sciences
Science Advisory Board Meeting Minutes
October 18, 2019**

The Department of Forensic Sciences (DFS) Science Advisory Board (SAB) meeting was called to order by board chairman Peter Marone at 9:13 a.m. Roll call of Board members present, addition to the Board Chairman, included: Ms. Marla Carroll, Mr. John P. Jones, Dr. Jeanne Jordan, Ms. Danielle O'Neill and Mr. Robert Thompson. Dr. Michael Pentella participated by way of WebEx conferencing. A quorum was established to conduct board business. Minutes from the July 26, 2019, meeting were presented and read.

Motion to Approve Minutes: Board Member Jordan **Seconded:** Board Member O'Neill
Motion to Approve Minutes Passed

On behalf of Acting Deputy Director Karen Wiggins, the Quality update was presented by Mr. Abdel Maliky, Forensic Intelligence Manager, whom also serves as acting Quality and Training team leader. Mr. Maliky reported no findings associated with the Forensic Science Laboratory's (FSL) Forensic Biology Unit's (FBU) August 14 through 16 ANAB on-site surveillance. This represents the fourth consecutive year the FBU has no findings in an FBI QAS audit. Also during this period, a pre-assessment for accreditation of Evidence Processing (Latent Fingerprint Unit) was conducted. Late August an off-site surveillance visit by ANAB for 17025 2017 accreditation of the Latent Fingerprint, Digital Evidence, Forensic Biology Unit and Forensic Chemistry Units yielded one non-conformity relating to the inclusion of the start and end dates on reports issued DFS stakeholders. The single finding was resolved and the continuation of accreditation was granted September 24, 2019.

Dr. Julia Kiehlbauch, Manager, Microbiology Unit, Public Health Laboratory (PHL), conducted an introductory review of the laboratory's testing activities associated with carbapenem-resistant organisms, including detection, species identification, prevention, containment and CDC ARLN (Centers for Disease Control and Prevention Antibiotic/Antimicrobial Resistance) alerts designed to provide rapid containment and prevent spread.

The Public Health Laboratory has seen an increase from 1% positivity to 9% positivity for West Nile Virus detection during the 2017 to 2018 season in the lab's mosquito arboviral testing. For the 2019 season the laboratory received and tested 299 mosquito pools, resulting in 4% positivity for West Nile Virus. During the 2018-2019 summer influenza season, the Public Health Laboratory has seen 4% positivity among the tested 250 selected samples submitted from local hospitals. 1023 specimens were tested during last year's season compared to 370 during the 2017-2018 season. Testing results are reported to the D.C. Department of Health in support of the department's strategies for mosquito control.

A review of PULSENET, the National laboratory network designed to detect foodborne-related outbreaks and its transitioning to Whole Genome Sequencing (WGS) was briefly discussed. The



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Public Health Laboratory has been certified by CDC to run organisms through WGS and to submit data to the CDC database. Presently, the PHL team is in the process of developing a report that communicates the data. Dr. Kiehlbauch also provided a briefing of CDC's national norovirus outbreak surveillance network, CaliciNet. Funded by cooperative agreement with CDC, the surveillance network facilitates comparison of local strains to a national database, identification of newly emerging norovirus strain and linking of outbreaks to common sources. While Dr. Kiehlbauch reports that PHL is now certified in Q4, she admits the laboratory having faced sequencing challenges. Board member Pentella recommended and DFS Director Dr. Jenifer Smith supported the idea of a joint discussion of lab issues in common between the PHL and the University of Iowa 'epi' teams.

The Forensic Chemistry Unit (FCU) is continuing to perform analysis of submitted drug samples as well as expand its surveillance project. The laboratory has witnessed benefits and discovery resulting from the drugs brought into the District. More recently, there has been a shift in the increasing amount of work done for synthetic opioids in comparison to other casework performed. Half of the Heroin seen by the lab is found to be fentanyl or fentanyl analog that poses an even greater danger. In line with the FCU's laboratory Intel outreach, these findings and others are pushed out to various agencies, including the National Capital Region Threat Intelligence Consortium (NTIC) and the Office of the Attorney General (OAG), as well as to the user community as an alert of the potential danger and threats. The importance of the work done by FCU has led to the placement of permanent embedded NTIC personnel within the unit.

In addition to reviewing FCU's synthetic opioid surveillance program, Dr. Luke Short, Chief conducted a briefing of the unit's Vape testing (of cartridges for the past year), synthetic cannabinoids surveillance program, identification of cannabinoids detected in the District, mapping geographic tracking, trends and impact. More recently, the unit has initiated involvement with the District's Overdose Detection Mapping Application Program (ODMAP) that provides near real-time suspected overdose surveillance data across jurisdictions to support public safety and public health efforts to mobilize an immediate response to the sudden increase or spike in overdose events. FCU is hopeful to become ODMAP's pilot lab for lab-based data in approximately 8 months to one year.

PHL's Toxicology Unit is now the Clinical Toxicology Unit to reflect restructuring and expansion that includes drugs of abuse and clinical specimens.

Andrew Reitnauer, Technical Lead Scientist, Fingerprint, led a discussion of Latent Fingerprint SOPs and comments submitted by the Board after reviewing Latent Fingerprint protocols. The LFU expressed gratitude for the Board's willingness to dedicate time to providing an analysis of the documents and reported plans to incorporate a number of protocol changes based on the Board's recommendations.



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The Board expressed interest in continuing the discussion concerning sufficient safeguards from the exposure and danger of controlled substances for analysts, validation’ versus ‘QC testing’ and documentation to support having conducted or not having conducted an AFIS search. The Forensic Science Laboratory is expected to issue a position statement addressing these issues.

The order of testing evidence was discussed and DFS Director Smith proposed that the DFS Forensic Intelligence Unit (FIU) brief the Board on the laboratory’s procedural processing of evidence.

Current Board vacancies include one forensic biology position and one chemistry position.

Forensic Biology Unit (FBU/DNA) protocols review is scheduled for January 2020. Firearms Examination Unit (FEU) protocols review is scheduled for April 2020.

Board members Jones and Thompson agreed to identify at least two subject matter experts to assist with review of forensic biology protocols.

Forensic Science Laboratory Director Wayne Arendse presented an overview of the June 10, 2019, Daubert hearing and its ruling concerning the admissibility of expert testimony. DFS was found to have met one of five qualifying elements with regard to the single case presented. Director Smith proposed that DFS forward to the Board hearing transcripts and other related information for review, recommendation and consideration for comment or response of record. Board member Thompson expressed uncertainty about whether the board could effectively address any portion of the Daubert ruling.

The next Board meeting convenes Friday, January 17, 2020.

The Board Chairman adjourned the meeting and the Board’s executive session immediately began at 12:25 p.m.

An audio recording of the meeting is available upon request.



Science Advisory Board Meeting
Consolidated Forensic Laboratory – Room 1224
9:00 am Friday, January 17, 2020
Agenda

- Roll Call – Review of Minutes from Previous Meeting, Approval of Minutes
- Director's Update
- Quality Update
- Public Health Laboratory Update
- SAB Review Forensic Biology Unit Protocols
- Old Business/ New Business/ Future Meetings
- Closing and Adjournment



**Department of Forensic Sciences
Science Advisory Board Meeting Minutes
January 17, 2020**

The Department of Forensic Sciences (DFS) Science Advisory Board (SAB) meeting was called to order by Board Chairman Peter Marone at 9:09 a.m. Roll call of Board members present, in addition to the Board Chairman, included: Mr. John P. Jones II, Dr. Jeanne Jordan, Dr. LaKeisha McClary, Ms. Danielle O'Neill and Mr. Robert Thompson. Board members Marla Carroll and Dr. Michael Pentella participated in the meeting via WebEx conferencing. A quorum was established to conduct board business. Minutes from the October 18, 2019, meeting were presented and read.

Board member Thompson recommended that the record reflect Board Member O'Neill having enlisted Mr. Brad Jenkins of the Virginia Department of Forensic Science and Dr. Daniele Podini of the George Washington University to assist with the Board's review of the Forensic Biology SOPs.

Motion to Approve Minutes: Board Member Jordan

Seconded: Board Member O'Neill

Motion to Approve Minutes Passed

DFS Director Dr. Jenifer Smith recognized and welcomed newly appointed board member Dr. LaKeisha McClary. An update of recent staff changes at the department was announced that included the resignation of Forensic Science Laboratory Director Karen Wiggins, Mr. Abdel Maliky's appointment as Senior Deputy Director and Mr. Todd Smith, who will serve as acting general counsel during the department's search and selection process. While the department also continues the search and selection for naming a new quality manager, Mr. Maliky reported that no complaints were received during FY20 Q1. There were 9 quality corrective action requests opened during this period.

Acting General Counsel (AGC) Todd Smith reports that in fiscal year 2019, the United States Attorney's Office (USAO) began receiving discovery orders from judges that included QCARS. The USAO was encouraged to resist these motions and they did. Despite the USAO's resistance, the orders continued. Therefore, DFS assumed responsibility for QCAR sorting and matching employees with corresponding QCARS, a course contrary to the preferred anonymity component of the department's quality system. DFS will deliver all completed QCARS in DFS's possession, in an Optical Character Recognition format, to the Office of the Attorney General (OAG) and the USAO in Q2 FY20, and going forward will deliver QCARS to the OAG and USAO as they are completed. The USAO is expected to make internal arrangements for the method by which QCARS are to be received and processed. Once the procedure has been established, DFS will discontinue having to sort QCARS, as the OAG or the USAO is expected to adopt the responsibility.

A Giglio review, conducted in Q1 FY20, by Acting General Counsel (AGC) Todd Smith, found that the former DFS General Counsel's policy was narrower than ideal. Therefore, the AGC performed a



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new Giglio search in response to new requests received and where information not previously disclosed was discovered, the AGC has made special disclosure to the requesting prosecutorial authority. This process will continue until every testifying employee has been subjected to a Giglio review under the current AGC's broader policy.

Dr. Jenifer Smith, DFS Director, reported the Forensic Intelligence Unit (FIU) having received and processed 4,194 stakeholder requests during fiscal year 2019. There were 268 fewer requests the previous year. During the same period, the Latent Fingerprint Unit (LFU) received for analysis and comparison 2,724 requests and 2,016 evidence processing requests. With the exception of the Forensic Biology Unit (FBU/DNA), where there is primarily a 90-day turnaround for cases, units have completed 98% to 100% of major and homicide case requests within 60 days. However, the average processing time of 297 sexual assault kits received by FBU was 68 days.

Launched in December 2018, the Physical Evidence Recovery Kit Tracking Database was created for survivors of sexual assault. The database is designed to allow survivors the ability to track their sexual assault kit (SAK/used to collect evidence during sexual assault forensic exam) and includes a measure that allows the District to verify compliance with the Sexual Assault Victims Rights Act (SAVRAA) that stipulates a 90-day SAK testing requirement. Improvements were made to the database in 2019 and November 26, D.C. Mayor Muriel Bowser signed the bill which is slated for congressional review before becoming law.

The Digital Evidence Unit has implemented new data storage and has acquired the capability to unlock iPhones and Androids and to extract event data from vehicles with the expansion of Crash Data Recovery Technology.

The recovery trend of ghost guns has shown a substantial increase from 3 guns seized in 2017 to 116 collections in 2019.

The Crime Scene Sciences Division (CSSD) processed more than 500 crime scenes in 2019, and the Central Evidence Unit received more than 70,000 evidence items during this period, 3000 items more than received during the previous year. CSSD assisted the Metropolitan Police Department (MPD) in rendering more than 13,000 firearms safe from old cases in the police department's Evidence Control Branch (ECB).

DFS and Trinity University established an educational partnership to incorporate into the university's forensic science program DFS-led forensic pattern recognition, latent fingerprints and firearms examination courses. This includes a hands-on apprenticeship opportunity for university students. Board member Jones welcomed DFS leadership to consider including NIST exposure in potential outside engagements or field trips that may be planned for participating students in the Trinity University partnership.



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DFS has established a diversity and inclusion initiative designed to build on the successes of the agency's diverse workforce, promoting an inclusionary cultural climate ensuring that all levels of the department's employees have access to the tools and supports to succeed.

An update of the DFS Chemistry Section's surveillance program, which included the lab's commencement of monitoring timelines associated with synthetic opioids at the peak of the District's medical examiner's reporting of opioid fatalities, identification of opioid purity levels, trends and geographic distribution, was conducted by Dr. Luke Short, Chemistry Section Chief. He noted that Grubbs, a local District support group of the user community, has been instrumental in the collection of syringes containing source material for laboratory testing.

On November 21, 2019, CDC issued an official announcement noting a "chemical of concern" formally recognizing the Chemistry Section's finding the presence of Vitamin E Acetate in e-cigarette and vaping products (cartridges). A report about a CT verification study, methadone testing and other toxicology-related activity in the lab will be presented when the board convenes its next meeting.

Dr. Colleen Courtney provided an overview of the laboratory's support and response to norovirus and mumps outbreaks occurring in District schools. With the continuing surveillance of Influenza by the Public Health Laboratory (PHL), a summary of the current 2019-2020 influenza season was also reported during which 613 patient samples were tested, resulting in detection of 35 Influenza A and 142 Influenza B.

The Public Health Laboratory was certified by CDC for PulseNet Whole Genome Sequencing (WGS), conducting weekly runs since July 2019 accompanied by internal analysis. All work is done on the Illumina MiSeq Platform and weekly WGS reports are submitted to D.C. Health, PFGE. Included among the lab's Next Generation Sequencing projects are respiratory sequencing and CLIA validation in conjunction with CDC validation panels: ANI, *Escherichia*, *Salmonella*. According to Dr. Courtney, the lab intends to hire a bioinformatician. She agreed to share the recruitment posting with Board member Pentella for potential interested candidates.

Kristy Hopkinson, (Manager, Forensic Biology Unit (FBU)) identified recent personnel changes occurring within FBU, provided an update of the unit's Next Generation Sequencing project and conducted a comprehensive discussion of Board's comments and recommendations after review of FBU SOPs.

Jessica Beckman, Latent Fingerprint Unit (LFU) Manager, presented a brief follow-up discussion addressing Board concerns regarding documenting AFIS quality latent impression, the handling of controlled substances and LFU's plans to change workflow for powder cases.



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January 17, 2020

Review of Firearms SOPs by the Board is scheduled for the Board's April 17, 2020, meeting.

The meeting adjourned at 12:41 p.m.

An audio recording of the meeting is available upon request.



Science Advisory Board WebEx Meeting
Consolidated Forensic Laboratory – Room 1224
9:00 am Friday, April 17, 2020
Agenda

- Roll Call – Review of Minutes from Previous Meeting, Approval of Minutes
- Director's Update
- Quality Update
- Public Health Laboratory Update
- SAB Review of Firearms Examination Unit Protocols
- Old Business/ New Business/ Future Meetings
- Closing and Adjournment



**Department of Forensic Sciences
Science Advisory Board Webex Meeting Minutes
April 17, 2020**

The Department of Forensic Sciences (DFS) Science Advisory Board (SAB) Webex meeting was called to order by Board Chairman Peter Marone at 9:03 a.m. Roll call of Board participants, in addition to the Board Chairman, included: Ms. Marla Carroll, Mr. John P. Jones II, Dr. Jeanne Jordan, Dr. LaKeisha McClary, Ms. Danielle O'Neill, Dr. Michael Pentella and Mr. Robert Thompson. A quorum was established to conduct board business. Minutes from the January 17, 2020, meeting were presented and read.

Citing the following recommended adjustments to the draft meeting Minutes, the Board agreed to approve the Minutes:

- "Mr. Todd Smith will serve as acting general counsel during the department's search and selection process." (Page 1)
- In 2019, "The Central Evidence Unit received more than 70,000 evidence items, 3000 more items than received during the previous year." (Page 2)

Motion to Approve Minutes: Board Member O'Neill

Seconded: Board Member Jordan

Motion to Approve Minutes Passed

Dr. Jenifer Smith, DFS Director, provided a timeline briefing of the department's activities related to COVID-19 sample testing conducted by the Public Health Laboratory and supported by 24/7 staffing. The first positive testing result occurred March 7, data submission to the District's Mayor followed and a state of emergency and a public health emergency was declared March 11. Dr. Tran reported that the Public Health Laboratory was one of the first public health laboratories to receive the Centers for Disease Control and Prevention (CDC) test kit, first approved by the Food and Drug Administration (FDA) under emergency use authorization to test for SARS COVID-2, the virus that causes COVID-19. Dr. Tran conducted a timeline review that included instrumentation acquisition, methodologies of the main testing platform and secondary method, the gradual increase of testing capacity, implementation delays and test complications. Recent organizational changes occurring in the PHL includes the formal appointment of Mr. Matthew McCarroll as Chief of Laboratory Operation as well as other added workforce to support full implementation of COVID-19 testing initiated March 20, 2020.

Staffing levels in the Latent Fingerprint Unit (LFU) and the Forensic Biology Unit (FBU) are at 17. The Firearms Examination Unit (FEU) is reported to have 13 fulltime employees. Given the public health crisis, 6 of 17 fulltime LFU employees have been telecommuting since March 20, 2020. During this period, 13 FBU and 13 FEU employees have maintained telework schedules. Technological software (MIDEO) and VPN access have made possible staff's ability to work remotely while conducting analyses and comparisons and technical and administrative reviews of casework while meeting key performance indicators. All telework hours and alternate workday schedules are tracked and reported.



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For 3 weekly reporting periods (3/20 - 3/26, 3/27 - 4/2, 4/3 - 4/9) covering March 20 through April 9:

- LFU completed 268 AFIS database entries resulting in 85 AFIS hits.
- Evidence Processing processed 1,270 items.
- Within 60 days 100% of requested homicides and requested priorities were completed.
- LFU backlog totaled 23, 2 and 9, respectively.
- FEU processed for test fire 139 firearms.
- FEU NIBIN entries totaled 260, resulting in 17 NIBIN hits.
- Cartridge cases entered into NIBIN by FEU within 2 business days occurred 62%, 64% and 83%, respectively, over the course of the reporting periods.
- Total FEU backlog for the reporting periods were 198, 178 and 175, respectively.
- FBU completed 49 CODIS entries, resulting in 13 CODIS hits, and distributed 26 reports and 49 CODIS notifications during the reporting period.
- FBU performed in one week 23 technical reviews and 29 administrative reviews of casefiles.
- 14 FBU Report of Examinations were disseminated.
- FBU backlog totaled 236, 253 and 271, respectively.

Mr. Abdel Maliky, Senior Deputy Director, reported that the Quality Assurance team is working to close-out last year's remaining QCARS. During FY20, February through April, the team completed 70 QCARS. Mr. Maliky announced that an external assessment by ANAB is scheduled for August 10 through August 12th, 2020, and will include the Digital Evidence, Firearms Examination, Forensic Biology, Forensic Chemistry, and Latent Fingerprint Units.

Included among the Quality team's planned initiatives and activities are monthly management webinars, a monthly all-staff e-based news bulletin (*Quality Speaks*), and a Quality system audit of current DOM, LOM, QAM and SOPs, to ensure alignment with best practices. Additionally, the Quality team plans to convene unit meetings intended to achieve an improved understanding of the QCAR process by laboratory staff.

Dr. Luke Short provided an update on the activities of the Clinical Toxicology Unit and supporting the clinical and surveillance needs of the District for drug monitoring. The Department of Behavioral Health (DBH) has expressed interest in the Clinical Toxicology Unit conducting urine assessment via clinical testing for Methadone and surveillance testing of synthetic opioids. Similarly, the PreTrial Services Agency (PSA) has expressed interest in surveillance testing of synthetic opioids, including non-CLIA forensic testing. Dr. Short reported that 85% of samples seized in the District are Fentanyl. During fiscal years 2018 and 2019, there was a 3.7% increase of Fentanyl or a Fentanyl analog seized in the District. During this same period, there was a 76% decrease in heroin without fentanyl.



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Science Advisory Board Webex Meeting Minutes
April 17, 2020

adulteration. More recently, the lab was one of ten laboratories nationwide selected to participate in the Centers for Disease Control synthetic analog panel for synthetic opioids (fentanyl) monitoring and first to take fentanyl metabolites round robin. Specimens included urine, blood and serum. Proficiency testing is expected next year.

Mr. Jonathan Pope, Firearms Examination Unit Manager, expressed appreciation for the work board members Jones, Jordan, McClary, Oneill, and Thompson devoted to the review of firearms SOP and training manual documents and the submission of comments and recommendations. Mr. Pope led a comprehensive discussion addressing the Board's responses. Ms. Beth Bustamante, Firearms Examination Unit Quality Coordinator, assisted Mr. Pope in addressing the Board's questions and comments related to uncertainty of measurement. In a Board briefing, Mr. Jonathan Fried, Firearms Examination Unit Supervisor, outlined the elements of FEU's validation plan for Evofinder, a scanning device that captures 2D & 3D digital images of bullets and cartridge cases for comparison.

Dr. Jenifer Smith reminded the Board of having been made aware of past newspaper accounts and documents originating from the United States Attorneys' Office (USAO) associated with DFS firearms issues occurring in 2017. More recently, the USAO released a 34-page document, shared with the legal community. DFS has not seen the underlying documents in support of the multi-page release. However, DFS has assembled a directed response which has been referred to the SAB Chairman for review and Board consultation any points of concern. Board member Thompson has joined the Chairman in the review and assessment of the USAO document. A report will be issued upon completion. ANAB has been made aware of the DFS referral to the SAB Chairman and has been provided with all other information as well. Other than a regularly scheduled August audit, there is no indication that ANAB will conduct an additional audit. While the Office of the Inspector General (OIG) has received the USAO document, to date, DFS has not been contacted concerning an investigation.

Next Generation Sequencing (NGS), Digital Evidence Unit (DEU) briefing and a review of COVID-19 will be included on the July meeting agenda. DFS leadership will identify the Board's next protocols review as well as identify when ethics training for boards and commissions will occur.

The Board Chairman recommended that lab forms and other SOP-referenced documents are included for the Board's protocol reviews.

Next Board meeting will convene 9:00 a.m., Friday, July 31, 2020.

The meeting adjourned at 1:06 p.m.

An audio recording of the meeting is available upon request.



Science Advisory Board WebEx Meeting
Consolidated Forensic Laboratory – Wiggins Room
9:00 a.m., Friday, July 31, 2020
Agenda

- Roll Call – Review of Minutes from Previous Meeting, Approval of Minutes
- Director's Update
- Quality Update
- Public Health Laboratory Update
- NextGen Sequencing
- Firearms Examination Unit Update
- Old Business/ New Business/ Future Meetings
- Closing and Adjournment



**Department of Forensic Sciences
Science Advisory Board WebEx Meeting Minutes
July 31, 2020**

The Department of Forensic Sciences (DFS) Science Advisory Board (SAB) WebEx meeting was called to order by Board Chairman Peter Marone at 9:05 a.m. Roll call of Board members present, in addition to the Board Chairman, included: Mr. John P. Jones II, Dr. Jeanne Jordan, Dr. LaKeisha McClary, Ms. Danielle O'Neill, Dr. Michael Pentella and Mr. Robert Thompson. A quorum was established to conduct board business. Minutes from the April 16, 2020, meeting were presented and read.

Motion to Approve Minutes: Board Member O'Neill

Seconded: Board Member Jones

Motion to Approve Minutes Passed

A brief review of the District's overall response to COVID-19 was conducted by DFS Director, Dr. Jenifer Smith. She reminded the Board that DFS did not shut down operations during the pandemic, as other local service lines, and that an overwhelming number of DFS employees have report for work every day good maintaining sound productivity levels. Noted among the city's safety measures were contract tracing training for all District employees, fulltime deployment of select agency staff to fulfill the critical function, enactment of travel restriction and PPE guidance.

For the past several months the department has integrated into its training framework a diversity and inclusion program to foster positive attitudes and behaviors and encourage increased collaboration of a diverse workforce. Identified among the department's training agenda is the continuing assistance provided to the Metropolitan Police Department with academy training and auditor training and root cause analysis training for DFS employees. As a precautionary public health measure, some of the internship programs have shut down and others have been modified allowing fewer participants on-site. A virtual experience has been designed for participants outside the laboratory.

Key performance indicator highlights included the Digital Evidence Unit (DEU), which has been busy with critical analyses of the iPhone related to serious crimes and the Latent Fingerprint Unit (LFU) which is on track to go "paperless" by the end of FY20. The Forensic Biology Unit (FBU) has continued to maintain its productivity requirement in working sexual assault kits within 90 days in the absence of a backlog. Despite its backlog, the Firearms Examination Unit (FEU) has been able to turn around cases within approximately 25 days. In a recent report to the Mayor's cabinet, Deputy Kevin Donahue stated that while the District has witnessed a decrease in the number of violent crimes in the city, recent crime trends reveal that homicides are up, with the number of fatal gunshot victims up by 36% and non-fatal gunshot victims up by 42%. According to Dr. Smith, the Firearms Examination Unit has seen an increase in the number of 'ghost guns' recovered in the District as well.

In response to Board member Jones' inquiry whether DFS has suffered budget cuts or a reduction in spending, Dr. Smith acknowledged that the department's budget had been trimmed by \$50,000 and that any impact to the FY21 budget has yet to be determined.



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July 31, 2020

Abdel Maliky, Senior Deputy Director, reported that the DFS Quality team, comprised of the Quality Manager and four Quality Specialists, reports to the Senior Deputy Director. Mr. Maliky conducted an overview of the regulations and standards for which the team is charged with assuring compliance of general requirements for competence of testing and calibration laboratories as it applies to ISO 17025: 2017 in: DEU, FEU, FBU and LFU; FBI Quality Assurance Standards for Forensic DNA Testing Laboratories (QAS) in FBU; Clinical Laboratory Improvement Amendments (CLIA) in Accessioning Section Unit (ASU), Clinical Toxicology Unit (CTU), Immunology Unit (IVU), Microbiology Unit (MBU and Molecular Diagnostics Unit (MDU); and Division of Select Agents and Toxins (DSAT) in the Bioterrorism Unit (BTU). Mr. Maliky also identified the practices for Quality Corrective Actions (QCARS) and Quality Preventive Actions (QPARS), distinguishing the difference and achieving resolution, Internal and External Audits, Annual Management Reviews and the Inquiry/Complaint process.

Dr. Anthony Tran, Director of the Public Health Laboratory (PHL), introduced CDC first-year Laboratory Leadership Service (LLS) Fellow, Mr. David Payne, who joined PHL as a contractor for COVID-19 response efforts. In a Zika update Dr. Tran reported that Zika IgM serology has been taken offline as no test requests had been received for over a year. The laboratory is moving the molecular test from the CDC Trioplex to the Hologic Panther Zika amplification platform. However, the Trioplex for chikungunya and dengue diagnosis will continue. Currently, there are 69 ½ fulltime employees in the PHL division. The staffing increase is mainly attributed to contractors hired to assist with the public health response.

Dr. Tran reviewed the COVID-19 infection rates both locally and nationally, the number of tests the PHL conducted, the increase in testing, the number of test positives and the rate of recovery. In delivering a historical time line of the PHL and the pandemic, Dr. Tran revealed that the PHL was the only public health laboratory in 2020 that did not have the full capabilities of electronic ordering and reporting of tests. Until the pandemic, the PHL was primarily paper-based for outside providers (hospitals, clinics) but working toward more technological sound methods now available. With the acquisition of the Panther Fusion and Cepheid systems the PHL was equipped to meet testing demands and able to deploy 11 Abbott ID NOW systems to neighborhood sites throughout the District.

The District was fortunate to have been a recipient of federal assistance provided to states and some local jurisdictions. An additional \$50 million has been requested over the next 2 ½ years for reagents, supplies and staff.

During a SARS-COV-2 sequencing overview, Dr. Colleen Courtney reviewed the workflow of virus sample testing utilizing three different methods implemented by the laboratory: 1) the Illumina (the most popular instrument/17 hours sequencing run at a cost of \$175 per test); 2), the MinIon (8 hour sequencing run at a cost of \$250 per test); and 3) Ion S5/Chef, (run time varies w/chip type & read length selected at \$275 per specimen). The PHL's future sequencing goals include: 1) providing real-time data to DC Health to identify transmission and source of infections; 2) monitoring of circulating



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virus in the District for mutations and changes in the genome during progression of pandemic and in host disease; 3) contributing District information to national and international information that guides vaccine development; and, 4) increasing wet-laboratory and bioinformatics capabilities at the PHL. A bioinformatician was recently hired to enter and analyze all incoming data.

Dr. Luke Short, Chemistry Section Chief, provided an update on the work of the Clinical Toxicology Unit (CTU) currently working with the Department of Behavioral Health (DBH) providing drug toxicology of individuals enrolled in Opioid Treatment Program to ensure individuals in the program are taking Methadone and not taking other substances they should not be taking and also to determine whether Fentanyl is being taken to avoid detection. CTU is scheduled to provide both qualitative and quantitative reports to DBH with the unit's findings following the analysis of approximately 150 specimens.

Having completed the Forensic Biology Unit's Next Generation Sequencing (NGS) project validations in May 2020, Ms. Kristy Hopkinson, Forensic Biology Unit manager, conducted an overview of the project status, accomplishments, implementation timeline, SOPs, work flow, training program, supplemental studies and collaboration with SWGDAM.

Mr. Jonathan Pope, Firearms Examination Unit (FEU) manager, presented a chronological review of the timeline and actions occurring from March 2020 to July 2020 associated with an FEU 2017 NIBIN verification error and FEU findings. Mr. Pope further provided an extensive briefing identifying the procedures, impacted by the error, and the procedural changes or adjustments slated for standard operating procedures. Mr. Wayne Arendse, Forensic Science Laboratory Director, reviewed the 8 QCARS generated by the DFS Quality Assurance Unit and identified preventive measures to be implemented to avoid recurrence of the verification error. The Board will be provided with FEU's SOP revisions, Quality documents and ANAB updates. Mr. Pope confirmed that FEU continues to conduct firearms analysis for the U.S. Attorney's Office for D.C.

The meeting adjourned at 1:28 p.m.

An audio recording of the meeting is available upon request.



Science Advisory Board WebEx Meeting
Consolidated Forensic Laboratory
Wiggins Room, 1224
9:00 a.m., Friday, October 16, 2020
Agenda

- Roll Call – Review of Minutes from Previous Meeting, Approval of Minutes
- Director's Update
- Public Health Laboratory (PHL) Update
- FSL Latent Fingerprints (LFU) – Paperless
- FSL Forensic Biology Unit (FBU) – STRmix Issue
- DFS Quality Update
- FSL Firearms Examination Unit (FEU)
 - Document Review
 - Closeout
- Old Business/New Business/Future Meetings
- Closing and Adjournment



**Department of Forensic Sciences
Science Advisory Board WebEx Meeting Minutes
October 16, 2020**

The Department of Forensic Sciences (DFS) Science Advisory Board (SAB) WebEx meeting was called to order by Board Chairman Peter Marone at 9:07 a.m. Roll call of Board members present, in addition to the Board Chairman, included: Ms. Marla Carroll, Mr. John P. Jones II, Dr. Jeanne Jordan, Dr. LaKeisha McClary, Ms. Danielle O'Neill, Dr. Michael Pentella and Mr. Robert Thompson. A quorum was established to conduct board business. Minutes from the July 31, 2020, meeting were presented and read.

Motion to Approve Minutes: Board Member

Seconded: Board Member

Motion to Approve Minutes Passed

Dr. Roger Mitchell, Chief Medical Examiner/Interim Deputy Mayor for Public Safety and Justice joined the WebEx meeting, recognizing the expansive interest in the work and expressing gratitude for the support by the Science Advisory Board.

Dr. Jenifer Smith delivered the DFS Director's report that was supplemented with a year-in-review video presentation, developed by the department's communications team, which showcased exhibits, events, activities, challenges and accomplishments occurring throughout the laboratory's divisions during the past fiscal year concluding September 30, 2020. During this period, the Crime Scene Sciences division responded to 7,689 crime scenes within 30 minutes or less 87% of the time, compared to having responded to 7,987 scenes in FY 2019, within the same time frame, 84% of the time, and in FY18, 7,281 scenes 69% of the time. The Central Evidence Unit (CEU) and members of the Metropolitan Police Department's Evidence Control Branch moved more than 1,100 pieces of flammable evidence previously stored since 2013.

Laboratory Productivity

The Forensic Intelligence Unit received and processed 4,387 key stakeholder agency requests during FY 20. This represents 189 more requests than received the previous year. Having completed 4775 cases with an average turnaround time of 11 days, the Latent Fingerprint Unit has no current backlog. The Firearms Examination Unit (FEU) completed 514 cases, averaging a turnaround time of 36 days, and entered into NIBIN in 2 business days or less 63% of eligible cartridge cases. Of the 2,270 firearms FEU received in FY20, 251 were Ghost Guns, representing an increase of 198% over FY19. Over 90% of Ghost Guns recovered were handguns, 247 of the 251 recovered were operable, 12 were associated with homicide cases and 2 were fully automatic. Effective July 27, 2020, Polymer80, Inc., the leading supplier of ghost guns, voluntarily ceased shipping Ghost Guns into the District. At present, FEU has a backlog of 194 cases.

The average turnaround time for 218 Sexual Assault Kits (SAKS) received by the Forensic Biology Unit (FBU) was 74 days during FY20. There were four cases greater than 90 days, due to "permission



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SAB WebEx Board Meeting Minutes
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to consume” delays, and currently there is no backlog of SAKS. The work of laboratory staff was applauded for having no loss of productivity despite challenges posed by the pandemic. The Digital Evidence Unit (DEU) completed 1302 requests of 1325 requests received in FY20, compared to 333 requests received and 340 requests completed in FY17. Vehicle forensics requests received in DEU are up 100% and the unit now has the capability of accessing locked iOS and Android devices.

Included among the technological improvements slated for FY21 is upgrading of JusticeTrax to a new version with web-based interface, customized modules, FileOnQ integration and mobile device integration.

Mr. Todd Smith has been confirmed DFS General Counsel.

Dr. Anthony Tran, Director of the Public Health Laboratory (PHL), announced recent new hires in the Public Health Laboratory division. Included among them is Molecular Diagnostics Chief (Dr. Jocelyn Hauser), Health and Occupational Safety Manager (Mr. Dale Jennings) and Grants Coordinator (Vicki Sussman). Dr. Colleen Courtney, former chief of Molecular and Microbiology left the PHL in August to join the Division of Consolidated Systems of Virginia’s Public Health Laboratory. Dr. Tran also reported that he will be leaving the DFS Public Health Laboratory in November of this year. During a year-in-review glimpse at PHL operations, Dr. Tran revisited a broad range of COVID-19 related activities the division faced having initially managed a paper-based system and manual extraction to achieving substantial testing capacity via evolving automation enhancements.

Dr. Luke Short reported that the Forensic Chemistry Unit’s (FCU) syringe exchange program is in progress and approximately 100 syringes are tested weekly. Collaboration with the Department of Behavioral Health (DBH) in the opioid treatment surveillance project, for which FCU analysis measured methadone levels and detected the presence of fentanyl/analogues, is completed. FCU reports the use of fentanyl is now more widespread with focus away from analogues. In a separate DBH collaboration, FCU received \$182,275.40 for the purchase of an Alinity-c analyzer to provide diagnostic services in drug screening.

A review of processes and procedures designed to move the Latent Fingerprint Unit closer toward implementation of a paperless laboratory was conducted by Ms. Jessica Beckman, Latent Fingerprint Unit (LFU) manager.

Forensic Biology Unit (FBU) manager, Kristy Hopkinson and Jessica Skillman, Forensic Science Specialist, conducted a presentation on recent STRmix technical notifications associated with ‘highest posterior density’ (HPD) and the integer overflow issue. A brief update of FBU standard operating procedure (SOP) edits was also reported.



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SAB WebEx Board Meeting Minutes
October 16, 2020

During a Quality Assurance report, Senior Deputy Director Abdel Maliky reviewed the status of QCARS across all laboratory units and reported on the Firearms Examination Unit's July 6 through July 10 interim assessment, related assessment on-site activities, interim assessment result and nonconformities and conformities. In due course, ANAB determined that issues cited had been addressed and a continuation of accreditation was granted to DFS October 1, 2020.

Ms. Beth Bustamante, Firearms Examiner and Firearms Examination Unit (FEU) Quality Coordinator, conducted a FEU documents and procedures review that included FEU's response to recommendations submitted by Board, citing FEU's decision and reason(s) to either incorporate or not incorporate the SOP recommendations.

Mr. Jonathan Fried, FEU Supervisor, presented observations, clarifications and conclusions after having conducted comprehensive document/case reviews of NIBIN verifications, chief among them involving two cartridge casings from two crime scenes for the United States Attorney's Office (USAO), D.C. A dialogue of multiple perspectives among the meeting's attendees followed the presentation.

In summary to recap document review efforts undertaken by FEU, Mr. Jonathan Pope, Firearms Examination Unit Manager, identified the disclosures (QCARS, documents) made to the SAB by FEU, improvements and changes instituted to address issues identified and revealed the unit's plan to move forward.

Dr. Mitchell encouraged the Board to conduct its' assessments and to defer to him in assisting with facilitating a conciliatory collective with DFS stakeholders.

SAB Chairman Marone requested that Board members submit to him, by the week of October 19th, a list of needs that he will compile and distribute for Board review. DFS will forward to the Chairman email addresses for all Board members and Dr. Roger Mitchell.

On behalf of the Board, Chairman Marone acknowledged that the Board is satisfied with the Firearms Examination Unit's review of protocols.

The meeting adjourned at 2:50 p.m.

An audio recording of the meeting is available upon request.



Science Advisory Board WebEx Meeting
Consolidated Forensic Laboratory – Wiggins Room
9:00 a.m., Friday, January 15, 2021
Agenda

- Roll Call – Review of Minutes from Previous Meeting, Approval of Minutes
- Director's Update
- DFS Quality Update
- Public Health Laboratory (PHL) Update
- Forensic Science Laboratory Firearms Examination Unit
- Old Business/ New Business/ Future Meetings
- Closing and Adjournment



**Department of Forensic Sciences
Science Advisory Board WebEx Meeting Draft Minutes
January 15, 2021**

The Department of Forensic Sciences (DFS) Science Advisory Board (SAB) WebEx meeting was called to order by Board Chairman Peter Marone at 9:07 a.m. Roll call of Board members present, in addition to the Board Chairman, included: Ms. Marla Carroll, Mr. John P. Jones II, Dr. Jeanne Jordan, Dr. LaKeisha McClary, Ms. Danielle O'Neill, Dr. Michael Pentella and Mr. Robert Thompson. A quorum was established to conduct board business. Minutes from the October 16, 2020, meeting were presented and read.

Motion to Approve Minutes: Board Member Jordan

Seconded: Board Member O'Neill

Motion to Approve Minutes Passed

Board member Jones announced the scheduled release of a firearms process map by the National Institute of Standards and Technology (NIST) that was engineered through collaboration of the Organization of Scientific Area Committees (OSAC) firearms and tool marks subcommittee and the Association of Firearm and Tool Mark Examiners (AFTE). The process map, which describes the process that most firearms examiners use when analyzing evidence, will be sent to SAB Chairman Marone by Board member Jones for distribution to all SAB members.

Dr. Jenifer Smith's Director's report included a retrospective of the 2016 President's Council of Advisors on Science and Technology (PCAST) Report relating to scientific standards and forensic methods to which the SAB responded, issuing statements addressing DNA, firearms and latent fingerprint issues presented in the PCAST report. On January 13, 2021, the Department of Justice (DOJ) released its response to the PCAST Report. DFS general counsel Todd Smith conducted a review and interpretation of the DOJ document in comparison to the SAB's 2018 statement and finds that the USDOJ statement in response to the PCAST Report confirms the SAB's responses to PCAST. The SAB statement, slide show and link to the full text of the USDOJ statement are posted on the DFS Open Government web page.

Dr. Smith noted that the Department of Forensic Sciences Crime Scene team responded to the insurrection at the Capitol assisting the DC Metropolitan Police Department with investigation of the officer-involved shooting.

Mr. Abdel Maliky, Senior Deputy Director reported that the Quality Assurance team completed 46 QCARS in fiscal year 2020 (FY20). DFS received 3 quality corrective action reports, Crime Scene Sciences received 4, the Public Health Laboratory received 9 and 30 corrective actions were received by the Forensic Science Laboratory, largely due in part to quality-related issues within the Firearms Examination Unit. FY20 QCARS will be sent to the SAB for review and further discussion. Board member McClary requested an opportunity to review FY19 corrective action reports for comparison purposes.



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A Clinical Laboratory Improvement Amendments (CLIA) Re-Certification Survey of the Public Health Laboratory was conducted November 18-20, 2020. Given the departure of former PHL Director, Dr. Anthony Tran, Dr. Julia Kiehlbauch, Chief of Microbiology, was recognized as holder of the certified CLIA certificate. Units surveyed included Accessioning, Immunology and Virology, Microbiology, Chemistry and Toxicology, Molecular, Mobile and Laboratory Response Network.

The Survey findings and deficiencies results were received December 3, 2020, acknowledging that:

- The Microbiology Unit and Laboratory Response Network failed to document incubation time frames and read times of microbiology plates to ensure they were reviewed according to manufacturer's instructions of 18-24 hours.
- Based on direct observation, manufacturer's instructions, and interviews, the Microbiology Unit failed to indicate the new open vial stability date and preparation date on BD Gram's iodine reagent.
- Review of laboratory's Quality Control (QC) documentation in Laboratory Response Network (LRN), interview with the section supervisor, the laboratory failed to document actual QC reaction results of gram stain, catalase, oxidase, indole, and other biochemical results.

Deficiencies were corrected within 10 calendar days of receipt of notice and plans of correction were accepted by Centers for Medicare & Medicaid Services (CMS). On December 16, 2020, the Public Health Laboratory was recertified.

Senior Deputy Director Maliky also reviewed activities associated with an FBI QAS audit August 10 through August 12, 2020, for which there were no conformities for the Forensic Biology Unit for the fifth straight year. DFS requested an interim assessment of the Firearms Examination Unit, in response to concerns raised by the department's prosecutorial stakeholders, prompting an on-site assessment conducted in accordance with accreditation requirements July 6 through July 10, 2020, covering ISO/IEC 17025: 2017 Testing/Calibration Laboratories and ANAB Forensic Testing and Calibration AR 3125:2019 Sections 6, 7 and 8.7. All nonconforming and conforming with comment issues were addressed and a continuation of accreditation was granted October 1, 2020.

The June 16, 2020, complaint filed with ANAB against DFS by Assistant United States Attorney Michael Ambrosino involving erroneous identification of two cartridges was revisited. After ANAB's review, the complaint was closed October 2, 2020, by ANAB.

The following have been identified among ANAB updates, as of January 5, 2021:

- An Appeal of a Nonconformity is now referred to as a Challenge.
- The term 'Appeal' will now be limited to the appeal of a laboratory's accreditation status.
- New Accreditation Committees have been created for each standard (ex. ISO/IEC 17025), formerly grouped under the Forensic Accreditation Council.



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- Rearrangement of terms in ANAB Terms and Conditions for Accreditation (AG 1008.)
- New flowchart to reflect the FBI QAS Version change on an ANAB Scope of Accreditation.

Ms. Pamela Sale, ANAB Vice President, Forensic, conducted an overview of ANAB's review of the Firearms Examination Unit (FEU), at the request of DFS. The objective for the review was to assess staff competency, review case work records and determine conformance with laboratory procedures utilizing a subset of accreditation standards. Ms. Sale acknowledged that three to four weeks prior to ANAB's on-site review, the U.S. Attorney's Office filed a complaint with ANAB about FEU and requested ANAB's confidentiality regarding the complaint at that time. ANAB honored the USAO's request and DFS was not informed of the complaint. Assessors reviewed the complaint and were provided with specific directions in order to investigate issues related to the case. There were few conformities, all resolved by the laboratory and DFS was issued ANAB's report. Approximately two months later a standard surveillance activity was conducted whereby, at the request of the laboratory, ANAB assessed more disciplines than customary during a standard surveillance. Again, all conformities were resolved by the laboratory.

There was discussion concerning aspects of the USAO complaint including the FEU examiner's inconclusive finding supported by notes, the non-accredited independent reviewer's exclusion finding supported by notes and the possibility for potential policy options that may be available to the SAB to respond to future similar complaints as that filed by the U.S. Attorney's Office.

As a point of information, DFS General Counsel Todd Smith uncovered the USAO's endorsement of third-party accreditation formerly stated in USAO testimony presented during a 2011 public hearing before the Council of the District of Columbia from which a portion of archive footage was shown.

Board Chairman Marone reported that previous Board requests for information from the USAO had been unsuccessful and asked whether ANAB would provide the Board with the USAO notes. ANAB V.P. Sale agreed that upon receipt of the Board's written request to receive notes related to the USAO complaint, ANAB legal counsel would be consulted in determining ANAB's position in disclosure of the information. In the meantime, V.P. Sales indicated that she would again review the confidentiality of releasing information associated with an open case.

Dr. Luke Short reported that from March 2, 2020, to January 6, 2021, the Public Health Laboratory conducted 154,409 COVID-19 tests. Of the 19,576 drive-thru tests, 1,326 were positive, 93 of 1,262 mobile tests were positive, and 2,718 of 133,571 submissions to the Public Health Laboratory were positive. According to Dr. Short, the laboratory has demonstrated its ability to expand testing and analysis in support of the District's COVID-19 mission and he recognized the growth and work of the DFS Quality team to help make it possible.

Dr. Jocelyn Hauser has joined the Public Health Laboratory as Chief of Molecular Diagnostics and



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Microbiology Units and reports that the unit is currently continuing to perfect and optimize the Whole Genome Sequencing SARS COV-2 work former unit chief Dr. Colleen Courtney started. Having sequenced 120 samples since inception, the PHL is capable of sequencing 14 isolates weekly, but working toward increasing the lab's current capacity with additional staff and developing partnerships. Use of the data is intended to assist D.C. Health with epidemiologic investigations of outbreaks throughout the District, as well as serve as a source to compare what may be circulating throughout the surrounding areas of Maryland, Virginia and elsewhere enabling tracking of how the virus changes over the course of time. Additionally, this will allow for the identification and tracking of emerging variants, i.e. UK variant and South African variant, and help to determine whether it has reached the District. Based on current sequence data collected, the new British variant known as "B.1.1.7" has not been detected. Included among the sources of the laboratory's sequenced isolates, in addition to DC Health, is the DC Metropolitan Police Department, MedStar Georgetown University Hospital, DC Department of Corrections, Howard University Hospital, Sibley Hospital, Department of Rehabilitation Services, GW Medical Faculty Associates, DC Fire and EMS and a host of small long-term care facilities.

During a Forensic Chemistry update, Dr. Luke Short acknowledged the laboratory's receipt of 2019-2022 funding from CDC for the Opioid Surveillance Lab. While there have been 4 discoveries of new opioids in the District since January 2019, there have been a total of 11 discoveries of new opioids since May 2017, with the most recent synthetic opioid fentanyl analog (Chlorofentanyl) appearing in October 2020. This synthetic opioid has been seen throughout the eastern coast. The status of fentanyl and heroin use geographically across the District was previously reported revealing an increase toward more fentanyl use, as well as a mixture of heroin and fentanyl. More recently, there appears to be a market presence for use of pure fentanyl and pure heroin, resulting in a decline of the mixture. Pills (M33) have become a significant problem as they are produced and stamped to look like oxycodone but are fentanyl. DEA has recovered approximately 46,000 counterfeit pills during the first seven months of 2020, nearly four times the amount seized in all of 2019. Monitoring of Spice analogs is continuing. Analysis of syringes from the exchange program began in September 2020. Synthetic cathinones have been found in program samples; synthetic cannabinoids have been found in a single exchange program syringe; cocaine is more than twice as prevalent in syringe associated with death investigations than in syringe exchange samples; Methamphetamine and fentanyl are both more likely to be found in syringe exchange samples than in syringes associated with death investigations. To date, 578 syringes have been analyzed by the Forensic Chemistry Unit.

Jonathan Fried, Firearms Examination Unit (FEU) supervisor returned, following up an earlier appearance before the SAB, to discuss ongoing reviews relating to the initial error complaint by the US Attorney's Office. The presentation included additional completed reviews and interim report by the ad hoc audit team, a comprehensive analysis and summary of case rework, a January 2020 false identification and subsequent 20% case rework, requirements, resources and improvements. FEU looks forward to resuming installation and training for use of Evofinder workstations.

The meeting adjourned at 11:51 a.m. An audio recording of the meeting is available upon request.

Additional training or continuing education opportunities made available to agency employees

FY2020		
Subject of the Training	Names of the Trainers	Number of Employees Trained
ISO/IEC 17025 Internal Auditor Training	ANAB	10
D&I Town Hall Kick Off	DFS D&I Committee	117
Drug Familiarization	Sgt. Alvin Cardinal (MPD), Samantha Leach (DFS)	18
D&I Health and Wellness	Dr. Pierre (DFS-Contractor)	171
Intro to Intel Training	HSEMA	12
Leadership Roundtable	Nikia Johnson (DFS), Darrell Pressley (DFS), Dr. Pierre (DFS-Contractor)	23
Leadership Development Workshops	Dale Carnegie	38
Real Colors: Part 2	Nikia Johnson (DFS) and Diana Jordan (DFS)	11
Real Colors: Part 1	Nikia Johnson (DFS) and Diana Jordan (DFS)	83
Vehicle Concealment	Sgt. Curt Sloan (MPD) and Off. Anthony DelBorrell (MPD)	32
D&I 360 Town Hall	DFS D&I Committee	162
D&I Combating Implicit and Unconscious Bias	Dr. Pierre (DFS-Contractor)	213
D&I Communications	Comms Unit (DFS)	156
D&I Health and Wellness Part 2	Dr. Pierre (DFS-Contractor)	115
D&I Racial Sensitivity: Moving Beyond Barriers to Build Bridges	Dr. Pierre (DFS-Contractor)	231
Ethics Training for DC Employees	DCHR	23
FEU360	DFS	18
MPD Recruit Training	DFS	16
Root Cause Analysis	Seaglass Training	15
Incident Management Team	HSEMA	1
QCAR Testimony Training	DFS	18
History and Evolution of Firearms Development of Propellants, Firearms and Ammunition	Steven Chase (DFS)	2
Evidence Management Conference	NIST	2
Probabilistic Genotyping in Court	Forensic Technology Center of Excellence	2
Representation of Statistical Weight to Stakeholders and the Court	Forensic Technology Center of Excellence	2
Chesapeake Bay Division International Association for Identification Conference	CBD IAI	1
NRA Museum Tour	NRA	1
2nd Annual NE Probabilistic Genotyping Users Group Workshop	NYC OCME	1
Firearms Familiarization	US Secret Service	15
American History Firearms Museum Tour	American History Firearms Museum	1
IBIS v3.2-Faster Correlation Reviews and Seamless Data Interchange	ATF	1
MPD Investigator School	DFS	12
Drugs and Their Control - Lecture	Morgan Levitas (DFS)	1
WUSA Channel 9 Ghost Gun Demonstration	Julia Washington (DFS)	1
2019 Eastern High School NAF Academy of Sciences Outreach	Stephanie Hickey (DFS)	1
LIMS User Training	Diana Jordan (DFS)	8
Trinity University	DFS	9
Handling Difficult and Disturbing Cases for Coroners and Medical Examiners	Forensic Technology Center of Excellence	1
QMS01: What's Changed and New	CLSI	1
Continuous Compliance - Embed compliance throughout your operations	Online	1
Qualtrax Training	Qualtrax Inc.	13
The Opioid Epidemic, the Future of Fentanyl, and the DC Response	Abigail Meyer (DFS)	1
An Introduction to CLIA Regulations: What You Need to Know and Document	CLSI	1
Packaging and Shipping Division 6.2 & Dry Ice	PHL	1
The Top Ten Management Survival Skills	SkillPath	15
Detection and Visibility of Bruises Using Alternate Light: From Science to Practice	Forensic Technology Center of Excellence	1
2019 HID Univeristy Roadshow	HID/ThermoFisher	5
Forensic Biology Testing of PERKS	Wendy Green (DFS) and Hope Zagaria (DFS)	2
Firearms Safety and Documentation	Jon Fried (DFS)	2
Human Remains K-9	Sgt. Gene Ryan (FEMS)	51
Fluid Dynamics of Bloodstain Pattern Formation	Royal Canadian Mounted Police	1
HSEMA Communications	Charles Guddemi (HSEMA)	61
Arson and Post Blast Investigations	CSI Academy of Florida	1
2020 FBU Sample Success for CSSU	Kristy Hopkinson (DFS) and Hope Zagaria (DFS)	55
Real Colors Facilitation Certification	Real Colors	2
Integrity Medical Courier Training	Ken Arnold	39
Evidence Processing Capabilities	Andrew Reitnauer (DFS)	61
Mideo Training	Ashley Rachel (DFS)	8

Tableau	Tableau	1
2019 CODIS New Administrator Training	FBI	3
2019 CODIS Conference	FBI	3
Excel Academy	Kiandra Brown-Holliday (DFS)	1
Rapid and Effective Identification of Organic and Inorganic Gunshot Residues	Forensic Technology Center of Excellence	1
Driving High, the Emerging DUI	APHL	1
Labor Management Training	DFS	2
ISO/IEC 17025 Nonconformance Series: Episode I - Equipment Record and Calibration Requirements	ANAB	1
STRmix (v.2.7) USA Workshop	Niche Vision Inc	1
2020 New CODIS Administrator CBTs	CODIS LMS	1
FDA's Role in ASTs and Understanding CLSI Breakpoint Decision	CLSI	2
2020 CODIS 9.0 State Administrator	FBI	1
Quality Assurance: Beyond Accreditation	ASCLD	3
Marijuana or Hemp: From Farm Bill to Forensic Analysis	RTI	1
2020 Extract Packaging for CEU	Hope Zagaria (DFS)	8
NIBIN Triage & Acquisition Training	NIBIN National Corelation and Training Center	4
OAG DNA Presentation	FBU	2
Competency and Training: Methods, Actions & Requirements	Qualtrax Inc.	1
Manufacture of Modern Firearms & Ammunition	Steven Chase (DFS)	2
Tran Talk	Dr. Tran (DFS)	2
Columbia Heights Education Campus STEM Career Day	Phinon Beckham (DFS)	1
Serial Number Restoration	FEU (DFS)	8
2020 AU Law school Forensic Lecture	FSL (DFS)	3
Plunge Deep into the World of Syringes: Simplifying GC Syringes and Sample Introduction	Agilent	1
LIMS Serial Number Restoration Training	Ashley Rachel (DFS)	1
Bullet Recovery Tank Operations and Routine Maintenance Training	Steven Chase (DFS)	14
Dowel Rod Measurement Training	Jon Fried (DFS) and Steven Chase (DFS)	12
Men in STEM	Kiandra Brown-Holliday (DFS)	1
Firearms tour for New England College	Elizabeth Bustamante (DFS)	1
2020 QAS Auditor Training	FBI	5
HIPAA Training	DCHR	4
Forensic Genealogy: Unlocking the Science of Genealogy	Bode	8
Bullet/Firearm Examination	Elizabeth Bustamante (DFS)	1
The Sequel- Marijuana or Hemp: From Farm Bill to Forensic Analysis	RTI	1
What to Expect in Your Initial ISO/IEC 17025 Assessment	Perry Johnson Laboratory Accreditation	1
2020 Forensic Genetic Genealogy	Verogen	11
Recognizing and Combating Secondary Traumatic Stress	Death Investigation Academy	1
Ethics Course	RTI	1
CSSU New Employee Training	Diana Jordan (DFS)	3
NGS Implementation in a Forensic Casework Laboratory	Verogen	1
2020 Pipetting Training	Mettler Toledo and Eppendorf	12
Firearms Safety and Documentation	Jon Fried (DFS)	3
BEGA Monthly Ethics Training	BEGA	3
Crime Scene and DNA Basics for Forensic Analysts	NIJ	1
Getting to Know Your DCS Webinars	Foster + Freeman	2
Law 101: Legal Guide for the Forensic Expert	NIJ	1
Firearms Safety Refresher	Jon Fried (DFS)	2
Webex Training	OCTO	2
2020 Sexual Assault Nurse Examiner (SANE): Adult/Adolescent Seminar: Role of the Crime Lab	Wendy Green (DFS)	1
2020 Annual State CODIS Administrator's Meeting	Online conference	2
GC Analysis Workshop - Inlet Design & Troubleshooting	Agilent	1
Future Trends in Forensic DNA Technology	HID University	5
A Beginner's Guide to your GC Columns: Installation, Care, and Maintenance	Agilent	1

Why NGS, Why now?	Verogen	3
Introduction to Statistics	MAFS	1
DCS Advanced Enhancements	Foster + Freeman	1
Statistics for Blood Alcohol and Toxicology Cert	MAFS	1
Statistics for Drug Analysts	MAFS	1
2020 Stress, Vicarious Trauma, and Resiliency for Forensic Science Professionals	Forensic Technology Center of Excellence	1
2020 The Power of Rapid DNA Results	HID University	1
Public Health 101 Series - Introduction to Public Health	CDC	1
Chemical Standards Coffee Talk	Agilent	1
Every Contact Counts: Contact Tracing for Public Health Professionals	University of Washington	1
Public Health 101 Series - Introduction to Public Health Surveillance	CDC	1
Introduction to Telephone Interviewing for DIS	CDC	1
2020 6th Annual Workshop on STRmix Implementation and Casework Approach	California Department of Justice and San Diego Police Department	14
Vehicle Forensics	Tracy Walraven (DFS)	1
Latent Print Suitability	Delta Forensics	1
ISO/IEC 17025 Series: Externally Provided Products and Services Requirements	Qualtrax Inc./A2LA	1
Data Quality: Ensuring the Validity of Laboratory Results Using ISO/IEC 17025	ANAB	1
NIJ Webinar	Tracy Walraven (DFS)	1
Converting Face-to-Face Training into Digital Learning	Lynda Learning Online	1
Development and Publication of New Standards and Best Practices	OSAC/ASB	2
Leica JetStream Introduction	CSSU (DFS)	3
GC Detector Design & Troubleshooting - Flame Ionization (FID) theory basics & gas flows	Agilent	1
Leica Refresher	Elyssa Hartsock (DFS)	60
Increasing Engagement with Elearning Programs	Lynda Learning Online	1
How the NGS workflow compares to CE	Verogen	6
How to effectively use genetic genealogy to advance violent criminal investigations	Parabon	3
2020 Annual Review of DNA Data Accepted at NDIS	FBI	10
2020 Annual CODIS Training	FBI	1
Preparing for the Worst - Rapid DNA as Part of a Comprehensive Disaster Victim ID Plan	Bode	4
Common Sense Digital Imaging for Latent Print Examiners	Matthew Marvin (RS&A)	5
It's Peak Season for Great Peak Shape: Tips and Tricks on Troubleshooting GC Chromatography	Agilent	1
BB Guns, Blank Pistols, and Air Soft Guns	FEU (DFS)	3
FEU12 -Evidence Handling and Case Distribution	FEU (DFS)	10
2020 Microscope Training	Gretchen Falter (Leica Rep)	10
Firearm Documentation and Ghost Gun Presentation	Richard McCraw (DFS)	15
Staged Crime Scene Investigation	Forensic Pieces (Jan Johnson)	1
WATERS Custom Empower/HClass Training/PDA	WATERS	1
2020 Oregon State Police's High Throughput Property Crime Program	Bode	5
Leica DVM6A and Leica LASX software and modules	Gretchen Falter (Leica Rep)	1
Analyzing Property Crime	Bode	2
Cover and Concealment	Erika Petty (DFS)	1
QCARS and QPARs	Quality Unit (DFS)	11
Palm Prints Searching Smart	Ron Smith	1
Donations Management	Rold Luis (DC)	3
Forensic Drug Chemistry	DEA	1
31st ISHI Conference	ISHI	10
LIMS Procedure for Walk-in Test-fires	FEU (DFS)	1
Warrant Officer Senior Service Training	Warrant Officer Career College	1
2020 IDEMIA Public Security Virtual Uses' Conference	IDEMIA	3
30-day I & E Notice for Unit Managers	DC Office of Labor Relations and Collective Bargaining	20
2020 HSEMA Training	CISA Implementing the NECP Webinars	1
2020 NDIS Exam	FBI	1

NECP Webinar - Exercise! Exercise! Exercise	NECP	1
The 6 Pillars of Approaching Assault Kit Backlogs	Bode	2
Future Directions in Forensic Science	ICITAP and ASCLD	1
Comparison of DNA Typing Success in Compromised Blood & Touch Samples Based on Sampling Swab Composition	Bode	1
Reimagining Human Identification	Verogen	1
SAK Tracking Approach & Impact of Statewide Tracking	Bode	1
Driving High, the Emerging DUI Webinar	APHL	1
Agents of Bioterrorism: LRN Conventional Methods Training	LRN	1
EHS Today Webinars	EHS	1
January 2020 - 5 Compliance Questions	NSC	1
Occupational Health & Safety: OSHA Inspections: Are You Prepared?	OH&S	1
New Coronavirus is Spreading in China	Lab Roots	1
Best Practices When Procuring, Placing and Maintaining Your Emergency Eye/Face Wash and Showers	OH&S	1
Front Desk Safety & Security	Career Track	1
How to Communicate with Tact and Professionalism	Career Track	1
OSHA Reminds Employers to Summarize 2019 Work-Related Injuries between Feb. 1 and Apr. 30	OSHA	1
Validation and Verification Processes in PHLs	APHL	1
Definitive Guide to Leading Indicators	eCompliance	1
Legal Compliance Obligations Demonstration	Nimonik	1
EHS Daily Advisor- Managing Respiratory Protection Programs: Letting the Standard Work for You	EHS	1
Strengthening Safety Culture: The Affective Approach	EHS	1
Don't Experiment with Your Safety – Choosing the Right Lab Coat	OH&S	1
Risk Management Council Meeting	Risk Management Council	1
COVID-19: Laboratory Risk Assessments and Lessons Learned	APHL	1
Introduction to Mass Spectrometry and HPLC	Online	1
DiaSorin LIAISON XL Training	DiaSorin	1
Lab Management Parts 1 and 2	Online	1
800TS	Agilent	1
AAB Certificate	AAB	1
Access 2016: Working with Data	DCHR	2
Access 2019: Working with Data	DCHR	2
Access 2019: Saving, Printing	DCHR	1
Acting Decisively	DCHR	1
ADA Title 1 Employment	DCHR	1
ADA Title 2 Accessible Govmnt	DCHR	1
Adm Closing Pay (Union)	DCHR	1
Agency-Level Admin ELM Trng	DCHR	2
Basic Budgeting for Non-finance	DCHR	1
Being an Effective Team Memb	DCHR	1
Breathe Easy	DCHR	2
Building High Performance Team	DCHR	4
Business Etiquette	DCHR	1
Case Monitoring and Resources	DCHR	70
CCENT: Overview of Networking	DCHR	1
CCNA 2020: Layer 1 Physical	DCHR	1
CCNA 2020: Networking Component	DCHR	1
Certified Ethical Hacker - CEH	DCHR	1
Cisco WebEx for Windows: Organ	DCHR	1
Clarity and Conciseness	DCHR	1
Coaching Sess: MSS/Lead EMP	DCHR	2
Coaching Techniques That Inspire	DCHR	2
Coaching w/Intention Virtually	DCHR	2
Communicating Non-Defensively	DCHR	4
CompTIA Security+ SY0-501	DCHR	1
Contact Trace WebEx	DCHR	9
Contract Administrator	DCHR	1
Contributing as a Virtual Team	DCHR	5

Creating a Project Schedule	DCHR	1
Creating and Modifying Forms	DCHR	1
Customizing Visual Elements	DCHR	1
Cybersecurity Awareness Training	DCHR	5
Defining a Project Scope	DCHR	1
Designing Change Management	DCHR	2
Developing a Team of Creative	DCHR	1
Developing Team Leadership MSS	DCHR	1
DFS Overtime Authorization	DCHR	13
Effective Communication	DCHR	70
Effective Team Communication	DCHR	3
Emotional Intelligence Concept	DCHR	1
Employee Dismissal	DCHR	1
ESS Absence Request - Online	DCHR	1
ESS Overtime Requests - Online	DCHR	1
ESS Time Entry -Online	DCHR	3
Excel 2013: Getting Started	DCHR	1
Facing Challenges as a First	DCHR	2
Facing Confrontation in Customer Service	DCHR	3
Facing Virtual Team Challenge	DCHR	4
First Encounters with Windows	DCHR	1
Gaining a Positive Perspectiv	DCHR	1
Giving and Receiving Feedback	DCHR	3
Holiday Union	DCHR	1
How to Manage Difficult Conversations	DCHR	1
Incident Response, Forensics	DCHR	1
Intro to DC Gov't Contracting	DCHR	4
Intro to Setasides & SubContract	DCHR	1
Introduction to PowerShell 5.	DCHR	1
Introduction to SQL	DCHR	1
Keeping Your Skillset Current	DCHR	1
Making an Impact with Non-verbal	DCHR	1
Making the Move Into Management	DCHR	1
Managing Conflict Effectively	DCHR	2
Managing Employee Developmen	DCHR	1
Managing Fairly	DCHR	1
Managing Pressure and Stress	DCHR	1
Managing Up	DCHR	4
Market Research	DCHR	1
Microsoft Powerpoint 2010	DCHR	1
Microsoft Teams: Getting to kn	DCHR	1
Microsoft Windows 10 First Loo	DCHR	1
MidYr Performance Planning MSS	DCHR	1
MS 2016 Basic Computer	DCHR	1
MS 2016 Excel Part 1	DCHR	2
MS 2016 Word Part 1	DCHR	1
MSS Approve Abs Request-Online	DCHR	4
MSS Approve OT Request -Online	DCHR	4
MSS Approve Time - Online	DCHR	8
MSS Time Entry - Online	DCHR	8
Navigating Challenging Situations	DCHR	1
Navigating Your Own Emotions	DCHR	1
New Project Manager Essentials	DCHR	1
OCTO Cyber Security (KB4)	DCHR	180
Organize Your Physical	DCHR	4
OSSE DOT Behavior Management	DCHR	1
Outwitting Your Cognitive Bias	DCHR	3
PASS Buyer	DCHR	4
Pass Contracts	DCHR	3
Pass Sourcing	DCHR	2
Performance Management (MSS)	DCHR	3
Polishing Your Feedback Skill	DCHR	1
Polishing Your Skills for Ex	DCHR	1
Principles of Management	DCHR	4
Procurement Foundation	DCHR	1
Project Management Essentials	DCHR	2
Project Management Introduction	DCHR	1
Proven Techniques for Technical	DCHR	1
Providing On-site Customer Service	DCHR	1
Providing Telephone Customer	DCHR	3
Quality Customer Care	DCHR	1
Reasonable Suspicion - MSS	DCHR	11
Retirement:101	DCHR	1
Sexual Harassment Prevention	DCHR	125
Skills for Emerging Leaders	DCHR	1

Skills for Success MSS	DCHR	1
Strategic Communications - MSS	DCHR	1
Strategic Thinking Approach -	DCHR	1
Taking the Lead with Workplace	DCHR	3
Telecommuting [Online Course]	DCHR	9
The Art and Science of Communicating	DCHR	1
The Basics of Contact Tracing	DCHR	201
The Basics of Coronavirus	DCHR	200
The Reality of Being a First	DCHR	2
Understanding Cloud, Virtual	DCHR	1
Understanding Unconscious Bias	DCHR	1
Unpacking Bias	DCHR	2
Using/Managing the DC PCard	DCHR	4
Virtual Progressive Discipline	DCHR	1
Vision Zero Traffic Safety Training	DCHR	4
What Got You Here ... MSS	DCHR	1
Windows 10: Using Windows	DCHR	1
Writing for Professionals Web	DCHR	1

FY2021 (to Dec 31, 2020)		
Subject of the Training	Names of the Trainers	Number of Employees Trained
APHL Annual Conference	APHL	1
Back to Basics: A Re-Intro to the General Biology of Viruses	PASCV	11
Real Colors: Part 2	Nikia Johnson (DFS) and Diana Jordan (DFS)	56
Metagenomic and Host Response Sequencing for Diagnosis of Viral Infections	PASCV	1
Process for Two Week Turnaround of Sexual Assault Kit Evidence	Bode	1
D&I Racial Sensitivity: Moving Beyond Barriers to Build Bridges (make-up)	Dr. Pierre (DFS-Contractor)	3
Palm Prints Searching Smart	Ron Smith	3
Emerging Environmental Issues: From Analysis to Communication	APHL	1
Real Colors Virtual Tool Webinar	Real Colors	1
D&I 360 Town Hall (make-up)	DFS D&I Committee	3
BEGA Ethics Week	BEGA	122
ATD Webcasts	Association for Talent Development (ATD)	1
19th Annual Forensic DNA Conference	Bode	1
Financial Fraud Analysts Answered:2020 Online Research Tools	ACFE	1
ICS-100 Introduction to Incident Command System	FEMA	3
ICS-200 Basic Incident Command System for Initial Response	FEMA	3
FORENSICS@NIST 2020	NIST	1
Expanding Social Science Research to Examine the Impacts of Forensic Science on the Criminal Justice System	Michelle Gorham	1
Influenza Update 2020-2021	APHL	1
Eastern Equine Encephalitis Finding a EEE positive mosquito in a haystack 2020	APHL	1
How to Use SNPs to Enhance Traditional Forensic Analyses	Verogen	1
Mental Well-Being through the COVID-19 Pandemic	APHL	1
VII International Conference on Novel Psychoactive Substances	ISSED	1
2020 IABPA Conference	IABPA	1
Assuring Intended Learning Outcomes in Training & Education Programs	ANAB	1
Qualtrax Admin	Qualtrax Inc.	5
26th National CODIS Conference	FBI	8
State CODIS Administrators Meeting	FBI	2
Root Cause of Juvenile Justice System Involvement	Brandy Cramer (DFS)	1
MPD Roadshow	DFS	8
Coolidge High School Outreach	DFS	8
Syracuse University Outreach	Kiandra Brown-Holliday (DFS)	1
Interational High School Outreach	DFS	6
MPD Detective School	DFS	9
STEM in the Community	Kiandra Brown-Holliday (DFS)	1
Comparison Microscope Measuring Instrument and Software	FEU (DFS)	15
Leica FSC and FSM Measurement Software	Gretchen Falter (Leica Rep)	5

Packaging and Shipping Division 6.2 & Dry Ice	PHL	1
3D Working Group and Technology Day	Erich Smith	1
SWAFS Virtual Symposium	Southwestern Association of Forensic Scientists	1
LIMS Training	Diana Jordan (DFS)	3
Strategies for Improving Chromatographic Resolution	Phenomenex	1
CSSU New Employee Training	CSSU/Diana Jordan (DFS)	13
Building a Leadership Develop	DCHR	1
Building Innovation Cultures	DCHR	1
Cloud Computing Fundamentals:	DCHR	1
Coaching Session MSS & Lead EMP	DCHR	1
Coaching w/Intention Virtually	DCHR	1
Communicating Non-Defensively	DCHR	2
Contract Administrator	DCHR	2
Cyber Essentials Series	DCHR	1
Developing a Successful Team	DCHR	1
Developing Emotional Intelligence	DCHR	1
DFS Overtime Authorization	DCHR	6
Effective Statements of Work	DCHR	4
ESS Absence Request - Online	DCHR	2
ESS Overtime Requests - Online	DCHR	2
ESS Time Entry -Online	DCHR	3
ESS Union Enrollment - Online	DCHR	1
Ethics and Project Management	DCHR	1
Giving and Receiving Feedback	DCHR	2
Intro to DC Gov't Contracting	DCHR	1
Managing Motivation	DCHR	2
Managing Multigenerational Employees	DCHR	1
MSS Approve Abs Request-Online	DCHR	2
MSS Approve OT Request -Online	DCHR	2
MSS Approve Time - Online	DCHR	2
MSS Time Entry - Online	DCHR	2
New Project Manager Essentials	DCHR	1
Organizations Change So Get	DCHR	2
Overview of DC GIS - ArcGIS	DCHR	1
PASS Buyer	DCHR	6
Polishing Your Skills	DCHR	1
Project Management Essentials	DCHR	1
Quality Customer Care WebEx	DCHR	1
Redefining Yourself after	DCHR	2
Security Awareness Fundamentals	DCHR	1
Setting Up a Project in Microsoft	DCHR	1
Sexual Harassment Prevention	DCHR	5
Strategically Focused Project	DCHR	1
Take a Deep Breath and Manage	DCHR	3
Telecommuting [Online Course]	DCHR	2
The Basics of Contact Tracing	DCHR	4
The Basics of Coronavirus	DCHR	4
Understanding District Budget	DCHR	1
Vision Zero Traffic Safety Training	DCHR	3